

**Federal Business Opportunities  
(FedBizOpps-FBO)**

**FBO Buyers Guide**

**(FBO Release 2.0)**

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**GSA Federal Supply Service (FSS)  
FedBizOpps Program Office**

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## 1.0 FedBizOpps Overview

As of January 1, 2002, the Federal Business Opportunities (FedBizOpps/FBO) system has been the single government point-of-entry (GPE) for Federal government procurement notices over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.



Figure 1: FedBizOpps Home Page

### 1.1 System Requirements

The FedBizOpps System, [www.fedbizopps.gov](http://www.fedbizopps.gov), can be accessed from any personal computer with Internet access and a browser equivalent to Netscape 2.02 or later, and Microsoft Internet Explorer 4.0. User IDs and Passwords are required to ensure that only authorized personnel are submitting procurement documents on the system. A separate FedBizOpps Demo/Training Site has also been established to assist Government Users to practice creating and uploading documents on the Internet. To obtain information regarding the Demo/Training Site, [click here](#).

### 1.2 Methods of Posting Documents on the System

Government buyers may use the following methods to post documents on the FedBizOpps system:

- Web interface ([www.fedbizopps.gov](http://www.fedbizopps.gov))
- Send Mail Transfer Protocol (SMTP) Email Interface
- File Transfer Protocol (FTP) Interface

### 1.2.1 Web Interface

The Web interface ([www.fedbizopps.gov](http://www.fedbizopps.gov)) is an internet-based method of data exchange between agencies and FedBizOpps. This requires government buyers to be registered users with login names and passwords in order to log into, navigate, and post documents to the "FedBizOpps Buyers" application of the FedBizOpps system.

### 1.2.2 Email Interface

The email interface is an SMTP method of data exchange between agencies and FedBizOpps that allows a government buyer to send an email message, which includes the data to be posted in a standard data exchange protocol. The data exchange protocol, developed in accordance with the Federal Acquisition Regulation (FAR), is based on a set of formatted document templates, each of which represents a specific acquisition transaction. The following are the formatted document templates currently used:

- Presolicitation Notice -Synopsis
- Combined Synopsis/Solicitation
- Modification to a Previous Notice
- Award Notice
- Sources Sought Notice
- Foreign Government Standard
- Special Notice
- Sale of Surplus Property
- Document Upload
- Document Archival

To view these templates, click on the "Interface Description" link under "General Information".

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>★ <b>General Information</b> <ul style="list-style-type: none"> <li>▶ Section 508 Vendor Notice</li> <li>▶ Management Responsibility</li> <li>▶ Frequently Asked Questions</li> </ul> </li> <li>★ <b>FedBizOpps News</b> <ul style="list-style-type: none"> <li>▶ What's New</li> <li>▶ 508 Compliance</li> </ul> </li> <li>★ <b>Contact Information</b> <ul style="list-style-type: none"> <li>▶ Email: <a href="mailto:fbo.support@gsa.gov">fbo.support@gsa.gov</a></li> <li>▶ Phone: 877-472-3779 (Toll Free)</li> </ul> </li> <li>★ <b>FedBizOpps Home</b> <ul style="list-style-type: none"> <li>▶ FedBizOpps Home</li> <li>▶ FedBizOpps Buyers</li> <li>▶ FedBizOpps Vendors</li> </ul> </li> <li>★ <b>Interface Description Templates</b> <ul style="list-style-type: none"> <li>▶ Presolicitation Notice - Synopsis</li> <li>▶ Combined Synopsis/Solicitation</li> <li>▶ Modification to a Previous Notice</li> <li>▶ Sale of Surplus Property</li> <li>▶ Award Notice</li> <li>▶ Sources Sought Notice</li> <li>▶ Foreign Government Standard</li> <li>▶ Special Notice</li> <li>▶ Document Upload</li> <li>▶ Document Archival</li> </ul> </li> </ul> | <p>FBO has been designed as a single entry point for vendors to search government acquisition opportunities across departments and agencies. This capability has been achieved by providing easy data exchange between FBO and each agency's electronic procurement system. Even though FBO uses different communication protocols (SMTP, FTP, etc.) for communications, it employs a standard data exchange protocol, which was developed in accordance with Federal Acquisition Regulations (FAR) (<a href="http://www.acqnet.gov/far/">http://www.acqnet.gov/far/</a>).</p> <p>The data exchange protocol is based on set of formatted document templates, each of which represents a specific acquisition transaction. As of August 1, 1999 FBO uses the following nine templates:</p> <ul style="list-style-type: none"> <li>• <a href="#">Presolicitation Notice - Synopsis</a></li> <li>• <a href="#">Combined Synopsis/Solicitation</a></li> <li>• <a href="#">Modification to a Previous Presolicitation Notice</a></li> <li>• <a href="#">Award Notice</a></li> <li>• <a href="#">Sources Sought Notice</a></li> <li>• <a href="#">Foreign Government Standard</a></li> <li>• <a href="#">Special Notice</a></li> <li>• <a href="#">Sale of Surplus Property</a></li> <li>• <a href="#">Document Upload</a></li> <li>• <a href="#">Document Archival</a></li> </ul> <p>As the FBO development team continues adding new features to the System, new templates will be added. Any changes and enhancements made to the interface in the future will be backward compatible and will not require any changes to the user's system, unless implementation of new functionality is desirable.</p> <p>The goal of this document is to specify each template and demonstrate its usage through examples.</p> <p><b>How to Post Documents on FBO</b></p> <p>In order to post documents using FBO, an organization needs to follow the succeeding stFBO:</p> <ol style="list-style-type: none"> <li>1. Develop software that will generate emails with corresponding templates out of its procurement system. For those who use CBDNet, the same system can be employed with or without minor modifications (FBO is backward compatible with CBDNet).</li> <li>2. Contact FBO Administrator at <a href="mailto:fbo.support@gsa.gov">fbo.support@gsa.gov</a> for user authority (user-id and password),</li> </ol> |
|--|---|

**Figure 1.2: Interface Descriptions**



## 1.0 FedBizOpps Overview

Each of these templates can be viewed by clicking on the link for their names, starting with "Presolicitation Notice - Synopsis".

In order to send documents to FedBizOpps via email, you will need to follow the steps detailed below:

1. Contact the FBO Administrator at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for Agency/Office/Location set up on the test server, user authority (User ID and Password), as well as the email address and URL of the test server.
2. Send test messages for each type of template.
3. View the results of the test email submission on the test server.
4. Contact the FBO Administrator, once your testing is complete, to schedule a switch to the production system.

### 1.2.3 FTP Interface

The FTP interface is a data exchange method between agencies and FedBizOpps that allows a government buyer to send a transmission, which includes the data to be posted in a standard data exchange protocol, via FTP to the FedBizOpps system.

This method of data exchange is similar to that of the email transmission method. The same rules that apply for the email method apply for the FTP method. This method also requires that Agency/Office/Location information be set up on a test server, similar to the procedures mentioned above in the email interface paragraph.

**Please Note:** This manual addresses the Web interface method of posting documents to the FedBizOpps system.

### 1.3 Help Desk

The FedBizOpps Help Desk is open Monday - Friday, from 8am to 6pm, Eastern Time. The Help Desk can be reached by phone at 877-472-3779 or by email at [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov).

## 2.0 FedBizOpps Demo/Training Site

Before posting directly to [www.fedbizopps.gov](http://www.fedbizopps.gov), we recommend that you practice using our demo site. The FedBizOpps demo site simulates the production site, and allows Buyers to practice using the FedBizOpps system (creating, editing, archiving, deleting, uploading documents, etc.) without affecting the integrity of production data. The FedBizOpps demo site can be accessed via the following link:

<http://demofbo.gsa.gov>



Figure 2.1: FedBizOpps Demo Home Page

To log in and begin posting, click on "FedBizOpps Buyers".

## 2.0 FedBizOpps Demo/Training Site

**Buyers**  
Federal Business Opportunities

This is a DEMO system - data is provided for demonstration purpose only.

**Note**  
Federal contracting professionals are solely responsible for the content of any synopsis submitted. The FBO staff will make no changes or corrections to synopsis content.

**Buyers Links**  
▶ AOCNET Home Page  
▶ Registration Form for Federal Users  
▶ Demo FBO  
▶ FBO Buyers Guide  
▶ FBO Buyers Guide (Download)  
▶ Numbered Notes

**General Information**  
▶ Section 508 Vendor Notice  
▶ Interface Description  
▶ Management Responsibility  
▶ Frequently Asked Questions

- You must have a valid User account to use this system.
- To obtain a new User account, fill out the online [Registration Form for Federal Users](#).
- [Forgot your password?](#)

Please enter your User ID and Password:

User ID:

Password:

**Login**

**Find Business Opportunity**

**FedBizOpps News**  
▶ What's New?  
▶ 508 Compliance

**Privacy and Security Statement**  
▶ Privacy and Security Statement

**Contact Information**  
▶ Email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)  
▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**  
▶ FedBizOpps Home  
▶ FedBizOpps Vendors

**Notice of Section 508 Compliance:** Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

Figure 2.2: FedBizOpps Demo - Buyers

Enter "fbodemo" in the "Login" and "Password" fields, and click on the "Login" button to begin using the demo site.

### 2.1 FedBizOpps Training Site

For additional assistance is using the FedBizOpps system, we recommend that you utilize our training site. The FedBizOpps training site, which interfaces with the demo site, provides step by step instructions on the basic functions of the FedBizOpps system, including:

- Creating a Pre-Solicitation Notice, creating a Modification, creating an Award Notice
- Uploading Files
- Indexing
- Archiving

The FedBizOpps training site is located at the following link:

<http://www.fedbizopps.gov/training>

## 2.0 FedBizOpps Demo/Training Site



Figure 2.3: FedBizOpps Training Home Page

### 3.0 FedBizOpps for Buyers

Once you have practiced posting using the demo/training site, you are ready to begin using the FedBizOpps System. To access the FedBizOpps System, type "[www.fedbizopps.gov](http://www.fedbizopps.gov)" in the address bar of your web browser. Then, press the "Enter" key on your keyboard.



Figure 3.1: FedBizOpps Home Page

To login as a government buyer, click on the "FedBizOpps Buyer" button.



Figure 3.2: FedBizOpps for Buyers

### 3.1 Obtaining a FedBizOpps User Account

For contracting officers who need to post procurement notices on FedBizOpps, and have not yet obtained a username and password, please click on the **"Registration Form for Federal Users"** link.

**Buyers**  
Federal Business Opportunities

★ Find Business Opportunity

★ Buyers Links

- ▶ ACONET Home Page
- ▶ Demo FBO
- ▶ FBO Buyers Manual
- ▶ FBO Buyers Manual (Download)

★ General Information

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ Contact Information

- ▶ Email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)
- ▶ Phone: 877-472-3779 (Toll Free)

★ FedBizOpps Home

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

**FedBizOpps (FBO) Registration Form for Federal Users**

Before an individual user can register to use FBO, his or her Agency must be registered with FBO. Please contact the FBO Helpdesk at 877-472-3779 or at [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for Agency registration.

Employee Name:

Employee Position/Job Title:

Agency Name:

Bureau/Center Name:

Street Address:

City:

State, Zip Code:

Telephone Number:

FAX Number:

Email Address:

**Figure 3.3: Registration Form for Federal Users**

Once you have filled out the registration form and clicked on "Submit FBO Registration Form", your request will be forwarded to the FedBizOpps Agency Administrator for your agency. The FedBizOpps Agency Administrator for your agency will set up your user account and provide you with your logon information.

If you do not receive your username and password in a timely manner, please contact the help desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for your FedBizOpps Agency Administrator's contact information. Please be advised that this process may take several days.

### 3.2 Forgot Your Password?

If you already have a FedBizOpps user account, but have forgotten your username or password, you can obtain your username and password by clicking on the **"Forgot your password"** link.

## 3.0 FedBizOpps for Buyers



**FBO Password Finder**

To receive your username and password by email, please enter your email address and click the send request button:

Email address:

Figure 3.4: FBO Password Finder

Enter your email address and click on "Send Request". You will then receive your username and password via email.

**Please Note:** The email address field is case sensitive. Please enter your email address exactly as indicated in your FedBizOpps account (all lowercase, all uppercase, etc.). If you enter your email address in a different case than that which is indicated in your account, you will receive an error message. If you are unable to use the "Forgot your password" link to obtain your password, please contact the FedBizOpps Help Desk, 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov), for assistance.

### 3.3 Buyer Login

To login, enter your username into the "User ID" field and your password into the "password" field. Then, click on the "**Login**" button.



MAIN CREATE EDIT TVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

---

TEST ORG  
TEST OFF  
TESTLOC

User: John Smith

Figure 3.5: FBO Buyers Posting Screen

Once you have entered your username and password, the system will transfer you to the initial FedBizOpps posting screen. This screen will display your name, as well as your Agency/Office/Location. The system consists of many screens, with menu buttons at the top of each page. A list and a brief description of these button features are as follows:

### 3.0 FedBizOpps for Buyers

|                  |   |
|------------------|---|
| <b>MAIN</b>      | This feature allows you to transfer from the Government "User" section of the application to the Vendor Module. Once you click on this button to enter the Vendor Module, you will need to log in again to return to the Buyer Module.  |
| <b>CREATE</b>    | This button allows you to create and post synopses, modifications, awards and other acquisition notices.  |
| <b>EDIT</b>      | This button allows you to edit acquisition notices that have been saved, but not posted.  |
| <b>IVL</b>       | This button allows you to obtain a list of vendors interested in bidding on a solicitation. It also allows you to publish this list of interested vendors on FedBizOpps.  |
| <b>UPLOAD</b>    | This button allows you to upload solicitations, amendments and other related documents from your desktop computer to the FedBizOpps System.   |
| <b>INDEX</b>     | This button allows you to attach a URL address to a notice.   |
| <b>ARCHIVE</b>   | This button allows you to move procurement notices from the 'active' to the 'archive' database.   |
| <b>UNARCHIVE</b> | This button allows you to move procurement notices from the 'archive' to the 'active' database.   |
| <b>DELETE</b>    | This button allows you to delete synopses, solicitations, and related documents from the system. <b>Please note:</b> We do not recommend deleting information from FedBizOpps, as vendors may receive notification of the posting, or have viewed the posting, prior to deletion. |
| <b>ADMIN</b>     | This button allows designated Agency Administrators to add, update, and remove information about "Agency" "Offices", "Locations", and "Users". The "ADMIN" button is only available to those individuals designated as "Administrators" by their Agency FedBizOpps Administrator. |
| <b>STATS</b>     | This button allows designated Stat Reviewers to view FedBizOpps System statistics. The "STATS" button is only available to those individuals designated as "Stat Reviewers" by their Agency FedBizOpps Administrator.   |
| <b>PROFILE</b>   | This button allows you to update information on your profile such as your name, telephone number, email address, etc.   |
| <b>LOGOUT</b>    | This button terminates the FedBizOpps System application, and transfers the "User" to the FedBizOpps "Login" page.  |



## 3.0 FedBizOpps for Buyers

### 3.4 Buyer Profile

Before you begin posting to the FedBizOpps System, you will need to verify that your profile is correct. Each User is responsible for ensuring that their account information (Name, Title, Telephone Number, Fax Number, Email Address, Agency/Office/Location) is correct. You should verify this information first, as this information is extracted from your profile and displayed in the procurement notices you post on FedBizOpps.

To view your information, click on the **"Profile"** button.

The screenshot shows a web interface for 'User Administration'. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. The main content area has the title 'User Administration' and a form with the following fields and values:

|                 |                           |
|-----------------|---------------------------|
| First Name:     | John                      |
| Middle Initial: |                           |
| Last Name:      | Smith                     |
| Title:          | Contracting Specialist    |
| User Name:      | jsmith                    |
| Password:       |                           |
| Telephone:      | 202-222-2222              |
| Fax:            | 202-333-3333              |
| Email:          | none@dev.null             |
| Location:       | TEST ORG/TEST OFF,TESTLOC |

At the bottom of the form are three buttons: Back, Save, and Cancel.

Figure 3.6: Buyer Profile

The following restrictions apply to the information fields:

|                        |   |
|------------------------|---|
| <b>First Name:</b>     | Only alphabetic characters, punctuation marks, and a space between them.                |
| <b>Middle Initial:</b> | Only one alphabetic character, a period with no space between them.                     |
| <b>Last Name:</b>      | Only alphabetic characters, punctuation marks, and a space between them.                |
| <b>Title:</b>          | Only alphabetic characters and a space between words.                                   |
| <b>User Name:</b>      | Only ten (10) alphanumeric characters and no space between them.                        |
| <b>Password:</b>       | Only eight (8) alphanumeric characters and no space between them.                       |
| <b>Telephone:</b>      | Only numbers, parentheses, and dashes with a space between characters.                  |
| <b>Fax:</b>            | Only numbers, parentheses, and dashes with a space between characters.                  |
| <b>Email:</b>          | Only alphanumeric characters, a period, an "@" symbol, and no space between characters. |

### 3.0 FedBizOpps for Buyers

If you wish to cancel information that you have entered, click on the "Cancel" button at the bottom of the page. If you wish to return to the previous page, click on the application "Back" button. Otherwise, fill out the required information and click on the "**Save**" button. After the "Save" action is completed, the system returns you to the main posting screen as shown in Figure 3.5 above.

If your Agency, Office or Location information is incorrect, or if you would like to change your username, you will need to contact your Agency FedBizOpps Administrator for further assistance. If you do not have contact information for your Agency FedBizOpps Administrator, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

## 4.0 Creating a Presolicitation Notice

**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system. Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

The first thing that should be posted for a procurement notice is a synopsis. You will not be able to upload solicitation documents until a synopsis is posted. A synopsis can be any one of the following:

- Presolicitation Notice
- Sources Sought Notice
- Special Notice
- Foreign Government Standard
- Sale of Surplus Property
- Combined Synopsis/Solicitation

The "**Combined Synopsis/Solicitation**" allows the buyer to publish both a notice (synopsis) and a solicitation in a single FBO submission for commercial items, as defined by the FAR (Sub Parts 5.202 & 12.603). The combined synopsis/solicitation notice does not require a minimum 15-day delay between notice and solicitation release.

To create a notice, click on the "**CREATE**" button.

The screenshot shows the 'Acquisition Notice Posting' form. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the title 'Acquisition Notice Posting' is displayed in green, followed by 'TEST ORG' in red. A horizontal line separates the header from the main content area. Under the heading 'Action Code:', there is a list of radio button options: P = Presolicitation Notice (selected), A = Award Notice, M = Modification to a Previous Notice, R = Sources Sought Notice, S = Special Notice, F = Foreign Government Standard, G = Sale of Surplus Property, and K = Combined Synopsis/Solicitation. At the bottom of the form is a light blue box containing a 'Next >>>' button.

**Figure 4.1: Creating a Presolicitation Notice**

For this example, we will create a Presolicitation Notice. Select "**Presolicitation Notice**" and click on "**Next**".

## 4.0 Creating a Presolicitation Notice

The screenshot shows a web interface for creating a presolicitation notice. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, AVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. The main form area has several sections:

- Action Code:** P = Presolicitation Notice
- Date:** 06/25/02
- Classification Code:** A dropdown menu is open, showing a list of codes from 11 to 20. Code 16, "Aircraft components & accessories", is highlighted.
- Contracting Office Address:** TEST ORG, TEST OFF, TESTLOC, 18 Misery Lane, Vienna, VA, 20202
- Title:** (200 character spaces available) Test Solicitation for Aircraft Components

Figure 4.2: Presolicitation Notice Worksheet

**Please Note:** Before you begin, please refer to the templates listed under the “Interface Description” link on the FedBizOpps home page. These templates will specify the data format for each field.

### 4.1 Action Code

The synopsis type will be indicated at the top of the page. In this case, the action code is “P” for “Presolicitation Notice”.

### 4.2 Date

The “Date” field is generated by the system based on the date the notice is entered into the FedBizOpps System.

### 4.3 Classification Code

The first item you will need to select is a Classification Code. To select a classification code, scroll down to the appropriate classification code and highlight it. You can only select one classification code.

**Please Note:** Questions regarding the appropriate classification code for your notice should be directed internally to your agency. The FedBizOpps Help Desk cannot advise you on which classification code to select.

## 4.0 Creating a Presolicitation Notice

### 4.4 Contracting Office Address

The system will automatically generate the data for the “Contracting Office Address” field, based on the Agency/Office/Location associated with your FedBizOpps account.

If your Agency, Office or Location information is incorrect, you will need to contact your Agency FedBizOpps Administrator for further assistance. If you do not have contact information for your Agency FedBizOpps Administrator, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

### 4.5 Title

Please enter a brief description of the services, supplies, or project in this field.

**Please Note:** We recommend that you only use alphanumeric characters, dashes, and commas in this field.

The screenshot shows a web form titled "Presolicitation Notice Worksheet". At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. The form contains several sections: 1. "ResponseDate:" with input fields for Month (08), Day (31), and Year (2002). 2. "Select one or more name(s) for point of contact." with two columns: "Primary Point of Contact:" and "Secondary Point of Contact:". Each column has a dropdown menu showing "John Smith" and an empty text box below it. 3. "Agency assigned number for control, tracking, and identification. Please use alpha-numerics, and dashes ONLY" with a note: "If you do not have a solicitation number, enter a unique number for reference (e.g. FR number)". 4. "Solicitation Number:" with a text box containing "TestSol-01-2R". 5. "Reference Number:" with an empty text box. 6. "Description: \*\*No HTML Tags\*\*" with a text area containing "This is a test."

Figure 4.3: Presolicitation Notice Worksheet

### 4.6 Response Date

The “Response Date” is the deadline for the receipt of bids, proposals, responses, etc. Two digits should be entered for the month and day, while four digits should be entered for the year.

If there is no closure date, you can leave the response date field blank. If you leave the response date blank, you will need to set your archiving policy to “Automatic, On Specified Date” or “Manual”. You will not be able to use the default archiving option of “Automatic, 15 Days After Response Date”. The archiving policy is specified in Section 4.12 of this manual.

## 4.0 Creating a Presolicitation Notice

### 4.7 Point of Contact

A Point of Contact (POC) is listed in each notice for vendors who have specific questions regarding the notice. You can choose a Primary and/or Secondary Point of Contact for this notice, but you need to AT LEAST pick a Primary Point of Contact. The system will automatically display the names, titles, telephone numbers, fax numbers, and email addresses of any points of contact chosen.

If the appropriate names are not available in the "Primary Point of Contact" or "Secondary Point of Contact" fields, you will need to contact your Agency FedBizOpps Administrator for further assistance. If you do not have contact information for your Agency FedBizOpps Administrator, please contact the FedBizOpps Help Desk for assistance.

### 4.8 Solicitation/Reference Number

A Solicitation Number or Reference Number must be entered for each notice. If you do not have a Solicitation Number, please enter a unique number into the Reference field (such as a PR or contract number).

#### Please Note:

- **The Solicitation Number must be unique.** You will not be able to enter two solicitations with the same Solicitation Number.
- **The Solicitation and Reference Number fields can only contain alphanumeric characters and dashes.** If you input any other characters into this field, your notice may not post. An example of an acceptable solicitation number is GS-01P-02.

### 4.9 Description

A narrative description of the notice should be entered in this field.

We recommend that you type the text in a word processing application (e.g. MS Word, Word Perfect) and paste into FedBizOpps in order to:

- Ensure that your data is not lost if you are timed out or experience an unanticipated outage.
- Complete a character count (to ensure that your text fits within the 24,000 character maximum for the description field).
- Spell check your text, as the FedBizOpps System does not have a spell check function.

## 4.0 Creating a Presolicitation Notice

The screenshot shows a web application interface for creating a presolicitation notice. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, M, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. The main form is titled "Place of Contract Performance" and contains a large text area for "Address/City/State" with the value "123 Main Street, Washington, DC". Below this are input fields for "Postal Code" (20002) and "Country" (USA). A section titled "SetAside" contains a dropdown menu for "Total HUB-Zone". Below this is a paragraph of text explaining the archiving policy. The "Archiving policy:" section has three radio button options: "Automatic, 15 days after response date" (selected), "Automatic, on specified date - Month: [ ] Day: [ ] Year: [ ]", and "Manual archive". At the bottom are four buttons: Preview, Save, Post, and Clear Form.

MAIN CREATE EDIT M UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

**Place of Contract Performance**

Address/City/State 123 Main Street, Washington, DC

Postal Code 20002

Country USA

**SetAside**

Total HUB-Zone

Archiving policy. Synopsis and associated documents may be scheduled for archiving fifteen days after the response date, or upon a user-specified date subsequent to the posting date, or left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set. Year must be specified with a full four characters; i.e. "2000" instead of "00".

**Archiving policy:**

☒ Automatic, 15 days after response date

☐ Automatic, on specified date - Month: [ ] Day: [ ] Year: [ ]

☐ Manual archive

Preview Save Post Clear Form

Figure 4.4: Presolicitation Notice Worksheet

### 4.10 Place of Contract Performance

The "Place of Contract Performance" field is not a mandatory field.

**Please Note:** We recommend that you only use alphanumeric characters, dashes, and commas in these fields. Please do not use apostrophes in this field.

### 4.11 Set Aside

The "Set Aside" field is not a mandatory field. The default is "N/A". To select a specific set-aside type, click on the arrow on the right hand side of the drop down box. Then, scroll down and highlight the appropriate set-aside type.

### 4.12 Archiving Policy

When a notice is created, it remains in the "Active" database of FedBizOpps until it reaches the archive date set by the contracting officer. Once the archive date is reached, the notice is moved to the "Archive" database. This notice is still accessible on FedBizOpps, but will not show up in the active postings for an agency. There are three archiving options available:

- **Automatic, 15 days After The Response Date** – This is the default option. The notice will automatically archive 15 days after the response date entered by the contracting officer.
- **Automatic, On Specified Date** – The notice will archive on the date specified by the contracting officer. Two digits should be entered for the month and day, while four digits should be entered for the year.

## 4.0 Creating a Presolicitation Notice

- **Manual Archive** – The notice will not archive until the contracting officer manually archives the notice using the “Archive” button. Please see Section 10 for additional information on archiving.

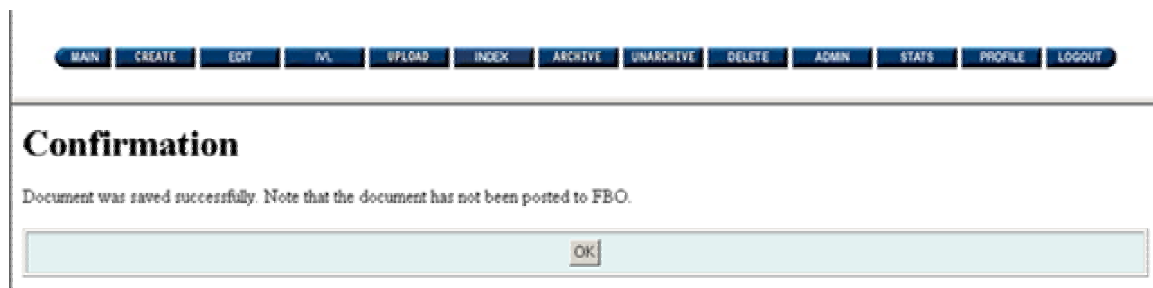
**Please Note:** If you leave the response date blank, you will need to set your archiving policy to “Automatic, On Specified Date” or “Manual”, you will not be able to use the default archiving option of “Automatic, 15 Days After Response Date”.

### 4.13 Submitting the Synopsis

Once you have filled in the appropriate fields, you may choose to “Preview”, “Save”, or “Post” the information, or select the “Clear Form” button to erase the information on the form and start over again.

**Please Note:** If you exit the “Presolicitation Worksheet” without saving or posting, your data will be lost and you will need to recreate the notice.

The “Save” feature will allow you to edit and post your data at a later time. You will be able to edit and post using the “Edit” feature described in the next section of this manual. If you were to click on “Save”, you would receive the following confirmation screen:



**Figure 4.5: Save Confirmation**

Instead of clicking on “Save”, click on “Post”.

**Please Note:** We do not recommend that you click on “Preview”. You will receive a preview screen when you click on “Post”.



## 4.0 Creating a Presolicitation Notice

[MAIN](#) [CREATE](#) [EDIT](#) [IVL](#) [UPLOAD](#) [INDEX](#) [ARCHIVE](#) [UNARCHIVE](#) [DELETE](#) [ADMIN](#) [STATS](#) [PROFILE](#) [LOGOUT](#)

### Pre-Post Summary

#### General Services Administration

Document has NOT been posted yet - please review and then click Yes at the bottom of the page to complete Post.

---

ActionCode: **P = Presolicitation Notice**

---

### Test Solicitation for Aircraft Components

---

#### General Information

|                      |   |
|----------------------|---|
| Document Type:       | P = Presolicitation Notice              |
| Solicitation Number: | TestSol-01-2R                           |
| Posted Date:         | Jun 25, 2002                            |
| Response Date:       | AUG 31, 2002                            |
| Archive Date:        | SEP 15, 2002                            |
| Classification Code: | 16 -- Aircraft components & accessories |
| Set Aside:           | Total HUB-Zone                          |

Contracting Office Address

Figure 4.6: Pre-Post Summary

[MAIN](#) [CREATE](#) [EDIT](#) [IVL](#) [UPLOAD](#) [INDEX](#) [ARCHIVE](#) [UNARCHIVE](#) [DELETE](#) [ADMIN](#) [STATS](#) [PROFILE](#) [LOGOUT](#)

Set Aside: Total HUB-Zone

Contracting Office Address

TEST ORG, TEST OFF, TESTLOC, 18 Misery Lane, Vienna, VA, 20202

Description

This is a test.

Point of Contact

John Smith, Contracting Specialist, Phone 202-222-2222, Fax 202-333-3333, Email none@dev.null

Place of Contract Performance

123 Main Street, Washington, DC  
20002  
USA

---

Are you sure you want to post this notice ?

Figure 4.7: Pre-Post Summary

## 4.0 Creating a Presolicitation Notice

Use the scroll bar on the right side of the page to review the data and reach the bottom of the Pre-Post Summary screen. If you need to make any changes to the data, click on “No” under “Are you sure you want to post this notice?”. Clicking on “No” will take you back to the “Presolicitation Notice Worksheet” where you can make any necessary changes. You may choose to post at that time by clicking on “Yes” under “Are you sure you want to post this notice?”.

Click on “Yes” to post the Presolicitation Notice.



**Figure 4.8: Confirmation Screen**

If your notice posted successfully, you will receive a confirmation screen.

Click on “Ok” to clear the confirmation screen or “Ok – Receive Notice in 24h” to clear the confirmation screen and register to receive an email notification from the FedBizOpps System within 24 hours. This email notification will provide a link to your recently posted data on FedBizOpps.

Once you have posted the notice, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

## 5.0 Editing a Notice

**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system. Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

The "Edit" button can be used to edit a **saved** synopsis, **but not a posted** synopsis. If you need to make changes to a posted synopsis, you will need to create a "Modification". Modifications are discussed in the Section 6 of this manual.

**Please Note:** Once you open a file with the "Edit" function, you MUST click on "Save" or "Post". If you exit the "Presolicitation Worksheet" screen without saving or posting, your data will be lost and you will need to recreate the notice.

Click on "**EDIT**" to edit a saved synopsis.

The screenshot displays the 'Acquisition Notice Posting' interface. At the top, a navigation bar contains buttons: MAIN, CREATE, EDIT, AVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. The main heading is 'Acquisition Notice Posting' in green, with 'TEST OFF' in red below it. The 'Synopsis:' section features a pull-down menu showing 'TestSolSave-01PO' and a text area below it. To the right of the text area are 'Open' and 'Delete' buttons. The 'Modification:' section has a text area and similar 'Open' and 'Delete' buttons. The 'Award:' section is partially visible at the bottom.

**Figure 5.1: Edit Function**

Notice that the title of the screen is "Acquisition Notice Posting". You can edit saved "Synopses", "Modifications", or "Awards". Select the synopsis you wish to edit from the pull-down list under the heading called "Synopsis". Then, click on the "**Open**" button.

**MAIN** **CREATE** **EDIT** **IVL** **UPLOAD** **INDEX** **ARCHIVE** **UNARCHIVE** **DELETE** **ADMIN** **STATS** **PROFILE** **LOGOUT**

### Presolicitation Notice Worksheet

**TEST ORG**

---

A single alphabetic character denoting the specific action related in the synopsis.

**Action Code:** **P = Presolicitation Notice**

---

Date on which the synopsis is posted to the Web.

**Date:** 06/25/02

---

Service or supply code number. Each synopsis shall classify the contemplated contract action under the one classified code which most closely describes the acquisition. If the action is for a multiplicity of goods and/or services, the preparer should select the one category best describing the overall acquisition based upon value.

**Classification Code:**

- 12 – Fire control equipment
- 13 – Ammunition & explosives
- 14 – Guided missiles
- 15 – Aircraft & airframe structural components
- 16 – Aircraft components & accessories
- 17 – Aircraft launching, landing & ground handling equipment
- 18 – Space vehicles
- 19 – Ships, small craft, pontoons & floating docks
- 20 – Ship and marine equipment
- 22 – Railway equipment

**Figure 5.2: Presolicitation Notice Worksheet**

This screen, "Presolicitation Notice Worksheet", displays the information that the User has already created or edited to date. The User may change the information, Preview, Save, Post, or Clear the form, using the same procedures described in Section 4 of this manual, "Creating a Presolicitation Notice".

**Please Note:** When using the "Edit" function, you will need to enter the "Response Date" again, as well as reset the "Archiving Policy".

Once you have posted the notice, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

## 6.0 Creating a Modification

**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system . Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

You can create a "Modification" if you need to change information in a posted synopsis. **You can modify** the synopsis to change:

- Response Date
- Point of Contact(s)
- Description
- Place of Contract Performance
- Set Aside
- Archiving Policy

**You cannot modify:**

- Classification Code
- Title
- Contracting Office Address
- Solicitation Number
- To modify a synopsis, click on the "CREATE" button.

The screenshot shows the FedBizOpps system interface. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, INV, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below this is a header section with the text "Acquisition Notice Posting" in green and "TEST ORG" in red. A horizontal line separates the header from the main content area. The main content area is titled "Action Code:" and contains a list of radio button options: P = Presolicitation Notice, A = Award Notice, M = Modification to a Previous Notice (which is selected), R = Sources Sought Notice, S = Special Notice, F = Foreign Government Standard, G = Sale of Surplus Property, and K = Combined Synopsis/Solicitation. At the bottom of the form is a light blue box containing a "Next >>>" button.

**Figure 6.1: Create a Modification**

Select the "Action Code", "M = Modification to a Previous Notice". Click on the "Next" button.

The screenshot shows a web application interface with a top navigation bar containing buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the page title is "Acquisition Notice Posting" in green, followed by "General Services Administration" in red. The main content area includes the following elements:

- Action Code:** M = Modification to a Previous Notice
- Select a Document:** A pull-down menu showing "TestSol-01-2R" and "test123".
- At the bottom, there are two buttons: "<<< Back" and "Next >>>".

Figure 6.2: Modification Screen

If you wish to return to the previous screen, click on the application "Back" button. Otherwise, select a synopsis file from the pull-down list under the heading called "Select a Synopsis". Click on the "Next" button, and the following screen is displayed:

The screenshot shows a web application interface with a top navigation bar containing buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the page title is "Modification to a Previous Notice Worksheet" in green, followed by "TEST ORG" in red. The main content area includes the following elements:

- A single alphabetic character denoting the specific action related in the synopsis.
- Action Code:** M = Modification to a Previous Notice
- Date on which the synopsis is posted to the Web.
- Date:** 06/25/2002
- Service or supply code number. Each synopsis shall classify the contemplated contract action under the one classified code which most closely describes the acquisition. If the action is for a multiplicity of goods and/or services, the preparer should select the one category best describing the overall acquisition based upon value.
- Classification Code:** 16 -- Aircraft components & accessories
- The complete name and address of the contracting office.
- Contracting Office Address:** TEST ORG, TEST OFF, TESTLOC, 18 Misery Lane, Vienna, VA, 20202
- Brief title description of services, supplies, or project required by the posting agency.
- Title:** (200 character spaces available)

Figure 6.3: Modification to a Previous Notice Worksheet

## 6.0 Creating a Modification

**Please Note:** Before you begin, please refer to the templates listed under the “Interface Description” link on the FedBizOpps home page. These templates will specify character limitations for each field.

Once you have filled in the appropriate fields, you may choose to “Preview”, “Save”, or “Post” the information, or select the “Clear Form” button to erase the information on the form and start over again.

**Please Note:** If you exit without saving or posting, your data will be lost and you will need to recreate the notice.

The “Save” feature will allow you to edit and post your data at a later time. You will be able to edit and post using the “Edit” feature described in the Section 5 of this manual. If you were to click on “Save”, you would receive the following confirmation screen:




Figure 6.4: Save Confirmation

Instead of clicking on “Save”, click on “Post”.

**Please Note:** We do not recommend that you click on “Preview”. You will receive a preview screen when you click on “Post”.

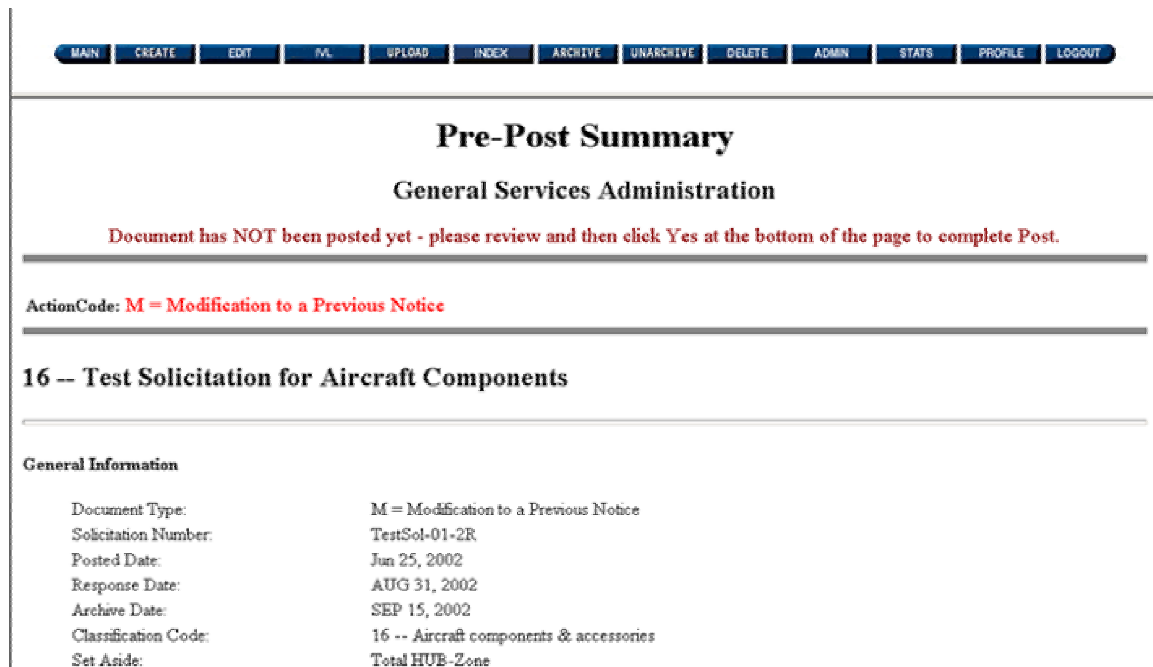


Figure 6.5: Pre-Post Summary

## 6.0 Creating a Modification

Use the scroll bar on the right side of the page to review the data and reach the bottom of the Pre-Post Summary screen. If you need to make any changes to the data, click on “No” under “Are you sure you want to post this notice?”. Clicking on “No” will take you back to the “Modification to a Previous Notice Worksheet” where you can make any necessary changes. You may choose to post at that time by clicking on “Yes” under “Are you sure you want to post this notice?”.

Click on “Yes” to post the Modification.



The screenshot shows a web interface with a navigation bar at the top containing buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the page is titled "Confirmation". The main content area displays the message: "Modification for TestSol-01-2R has been posted successfully to FBO." At the bottom of the page, there are two buttons: "OK" and "OK-Receive Notice in 24h".

**Figure 6.6: Confirmation Screen**

If your notice posted successfully, you will receive a confirmation screen.

Click on “Ok” to clear the confirmation screen or “Ok – Receive Notice in 24h” to clear the confirmation screen and register to receive an email notification from the FedBizOpps System within 24 hours. This email notification will provide a link to your recently posted data on FedBizOpps.

Once you have posted the notice, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.



## 7.0 Interested Vendors List (IVL) Module

The Interested Vendors List (IVL) Module allows Vendors to register their interest in bidding on a solicitation posted on FedBizOpps. This capability also allows you to review and publish a list of interested vendors online to facilitate Vendor collaboration.

In order to activate the Interested Vendors Module for a particular solicitation number, you will need to first “enable” the functionality. If you do not enable the IVL function for a solicitation number, the “Register as Interested Vendor” button will not be visible on FedBizOpps, and Vendors will not be able to register their interest online.

To access the Interested Vendors Module, from the Buyers Module, click on “**IVL**”.

The screenshot shows the 'Interested Vendors List (IVL)' module interface. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below this, the title 'Interested Vendors List (IVL)' is displayed in green, followed by 'TEST ORG' in red. A horizontal line separates the header from the main content area. The main content area starts with the label 'Select a solicitation:' followed by a dropdown menu. The dropdown menu is open, showing the following options: SECURE\_SSN\_TEST, TIME\_TEST, TestSyn-0627 (which is highlighted), css\_email\_02, and css\_email\_05. Below the dropdown menu, there are two buttons: 'Enable IVL/Change IVL Status' and 'View IV List'.

**Figure 7.1: Interested Vendors Module**

Highlight the solicitation number for which you would like to allow Vendors to register as an interested vendor. Then, click on “Enable IVL/Change IVL Status”.

**Please Note:** You will not be able to view a list of “Interested Vendors” using the “View IV List” button until you have enabled the functionality, and Vendors have registered online.

## 7.0 Interested Vendors List (IVL) Module

The screenshot shows a web interface for the 'Enable IVL' function. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the title 'Enable IVL' is displayed in green, followed by 'General Services Administration' in red. The main content area is titled 'Enable IVL for solicitation:'. It contains a form with the following fields: 'Number:' with value 'TestSyn-0627', 'IVL Status:' with value 'Not enabled', 'Title:' with value '99 -- Test Synopsis', 'Posted Date:' with value 'Jun 27, 2002', 'Response Date:' with value 'Aug 31, 2002', and 'POC:' with value 'George Tracy, The Big Boss, Phone 703 872-3846, Fax none, Email george.tracy@gsa.gov'. To the right of the form, there is a text instruction: 'Click \'Enable\' button below to enable IVL for the solicitation'. At the bottom of the form, there are two buttons: 'Enable' and 'Cancel'.

Figure 7.2: Enable IVL

A summary of the synopsis will be displayed. If you do not wish to enable the “Interested Vendor” functionality, or if you have selected the wrong solicitation number, click on “Cancel”. This will return you to the Interested Vendors Module. If you would like to permit Vendors to register as an “Interested Vendor”, click on **“Enable”**.

The screenshot shows a confirmation screen. At the top is the same navigation bar as in Figure 7.2. Below the navigation bar, the title 'Confirmation' is displayed in bold. Underneath, the text 'IVL for the solicitation has been successfully enabled' is shown. At the bottom of the screen, there is a single button labeled 'Ok'.

Figure 7.3: Enable Function Confirmation

If you have successfully enabled the IVL function, you will receive a confirmation screen.

Once you have enabled the IVL function for a particular solicitation number, Vendors will see the “Register as Interested Vendor” button on the listing page for the solicitation number in the Vendor Module of FedBizOpps.

**Please Note:** If you do not enable the IVL function, the “Register as Interested Vendor” button will not be visible to the public.

## 7.0 Interested Vendors List (IVL) Module

**Vendors**  
Federal Business Opportunities

**TEST ORG**

**Business Opportunities**

**Office :** TEST OFFICE THREE  
**Location :** TEST LOCATION FAUX

---

**Solicitation number :** TestSyn-0627  
**Title :** 99 -- Test Synopsis

---

[Synopsis](#) - Posted on Jun 27, 2002

---

[Numbered Notes](#)

[SEARCH synopses](#) [Procurement Reference Library](#)

Figure 7.4: Register as Interested Vendor Button

From the Vendors Module, Vendors can click on the “Register as Interested Vendor” button to submit their contact information to you.

**Vendors**  
Federal Business Opportunities

★ Find Business Opportunity

★ Buyers Links

- ▶ ACONET Home Page
- ▶ Registration Form for Federal Users
- ▶ Demo FBO
- ▶ FBO Buyers Manual
- ▶ FBO Buyers Manual (Download)

★ General Information

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ Contact Information

- ▶ Email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)
- ▶ Phone: 877-472-3779 (Toll Free)

★ FedBizOpps Home

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

**Interested Vendor Registration Form**

You've chosen to register as Interested Vendor for solicitation 'TestSyn-0627'. In order to register, please, fill out the registration form below.

**Registration information:**

**Company Name: \***

**Address: \***

**Phone Number: \***

**Email Address: \***

**Point of Contact:**

**Business Type:**

\* - required fields.

Figure 7.5: Interested Vendor Registration Form

## 7.0 Interested Vendors List (IVL) Module

Once the Vendor completes the registration form, they will click on “**Register as Interested Vendor**”.

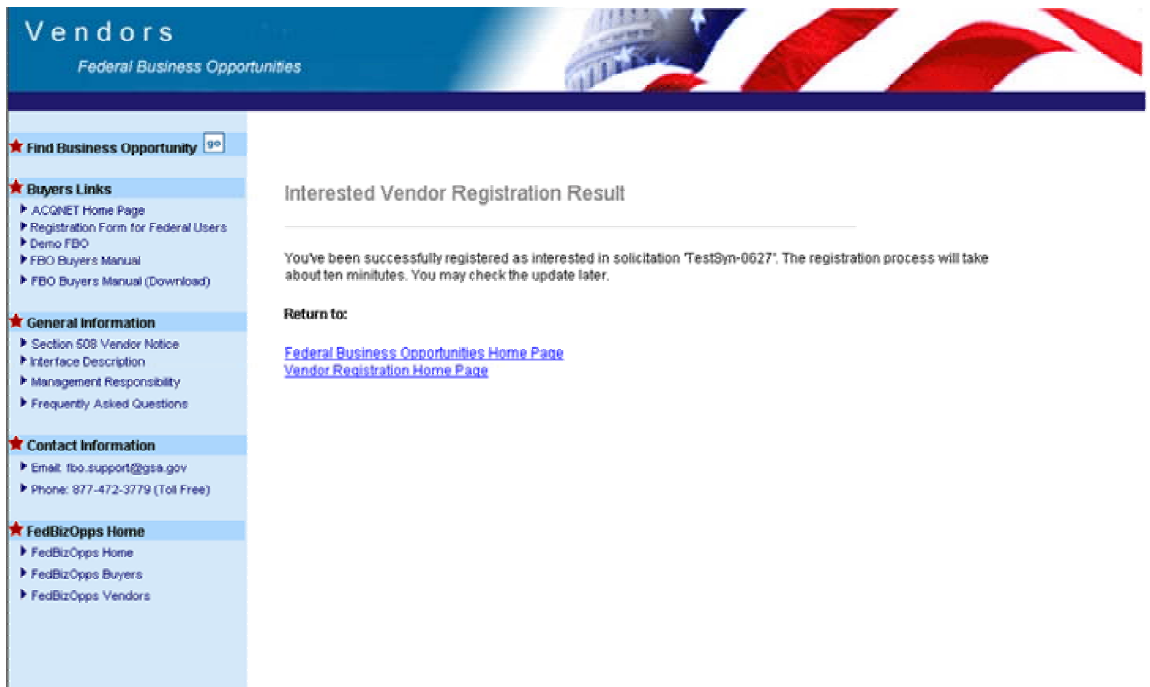


Figure 7.6: Registration Form Confirmation

If the Vendor has successfully registered, they will receive a confirmation screen.

If you would like to view a list of “Interested Vendors”, click on “**IVL**” in the Buyers Module.

**Please Note:** You will not be able to view Vendor information immediately after it is entered by the Vendor. It will take at least 10 minutes for this information to be available to you.

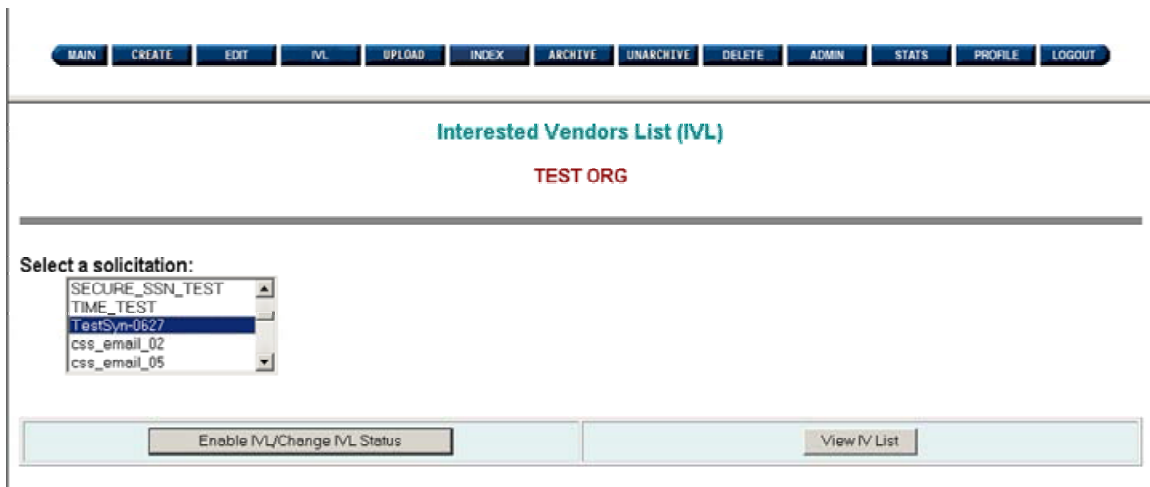
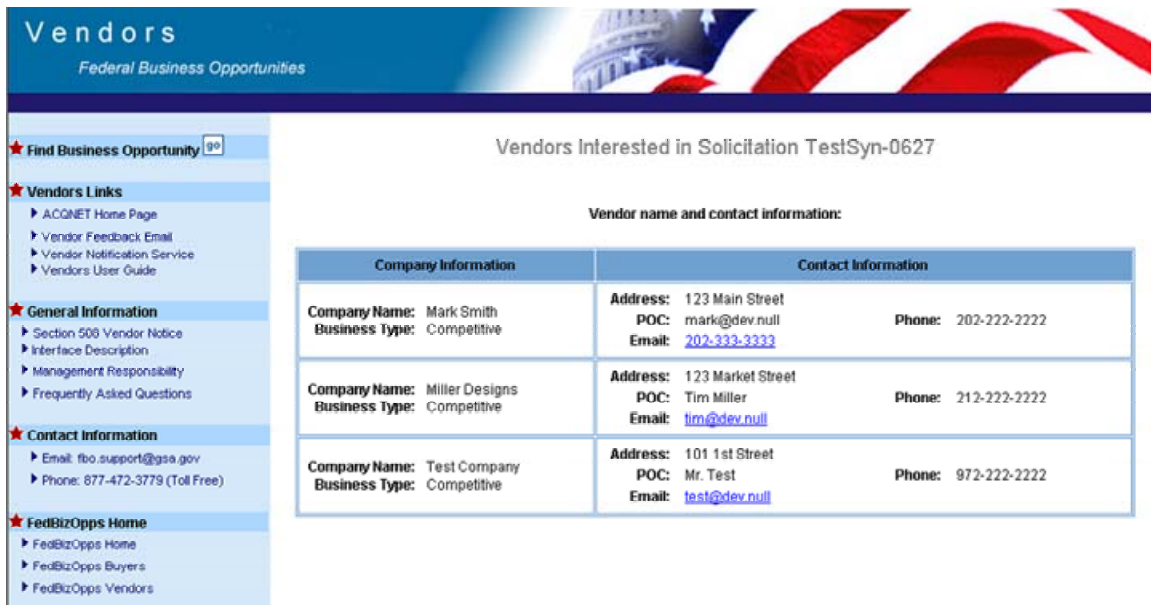


Figure 7.7: Interested Vendors Module

## 7.0 Interested Vendors List (IVL) Module

Highlight the solicitation number and click on “View IV List”.



**Vendors**  
Federal Business Opportunities

★ Find Business Opportunity

★ Vendors Links

- ▶ ACONET Home Page
- ▶ Vendor Feedback Email
- ▶ Vendor Notification Service
- ▶ Vendors User Guide

★ General Information

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ Contact Information

- ▶ Email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)
- ▶ Phone: 877-472-3779 (Toll Free)

★ FedBizOpps Home

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

Vendors Interested in Solicitation TestSyn-0627

Vendor name and contact information:

| Company Information  | Contact Information  |
|--|--|
| <b>Company Name:</b> Mark Smith<br><b>Business Type:</b> Competitive     | <b>Address:</b> 123 Main Street<br><b>POC:</b> mark@dev.null<br><b>Email:</b> <a href="mailto:202-333-3333">202-333-3333</a><br><b>Phone:</b> 202-222-2222 |
| <b>Company Name:</b> Miller Designs<br><b>Business Type:</b> Competitive | <b>Address:</b> 123 Market Street<br><b>POC:</b> Tim Miller<br><b>Email:</b> <a href="mailto:tim@dev.null">tim@dev.null</a><br><b>Phone:</b> 212-222-2222  |
| <b>Company Name:</b> Test Company<br><b>Business Type:</b> Competitive   | <b>Address:</b> 101 1st Street<br><b>POC:</b> Mr. Test<br><b>Email:</b> <a href="mailto:test@dev.null">test@dev.null</a><br><b>Phone:</b> 972-222-2222     |

Figure 7.8: List of Interested Vendors

A list of “Interested Vendors” will be displayed, including all Vendors who have submitted the “Interested Vendor Registration Form”. If Vendors have not registered their interest on FedBizOpps, and there is no list of “Interested Vendors” available, you will receive the following message:



MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

**Vendors**  
Federal Business Opportunities

**Sorry,**

Interested Vendors List for the solicitation does not yet exist.

[Back](#)

Figure 7.9: Nonexistent List

You can publish the list of “Interested Vendors” on FedBizOpps. To publish this list, click on “IVL”.

## 7.0 Interested Vendors List (IVL) Module

The screenshot shows the 'Interested Vendors List (IVL)' module interface. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the title 'Interested Vendors List (IVL)' is displayed in green, followed by 'TEST ORG' in red. A horizontal line separates the header from the main content area. The main content area starts with the label 'Select a solicitation:' followed by a dropdown menu. The dropdown menu is open, showing the following options: SECURE\_SSN\_TEST, TIME\_TEST, TestSyn-0627 (which is highlighted), css\_email\_02, and css\_email\_05. Below the dropdown menu, there are two buttons: 'Enable IVL/Change IVL Status' and 'View IV List'.

Figure 7.10: Interested Vendors Module

To publish the list, click on “Enable IVL/Change IVL Status”. Instead of having the “Enable” button, you will now see the “Publish” button. If you do not wish to publish the list of “Interested Vendors”, or if you have selected the wrong solicitation number, click on “Cancel”. This will take you to the Interested Vendors Module. If you are ready to publish the list of “Interested Vendors” on FedBizOpps, click on “**Publish**”.

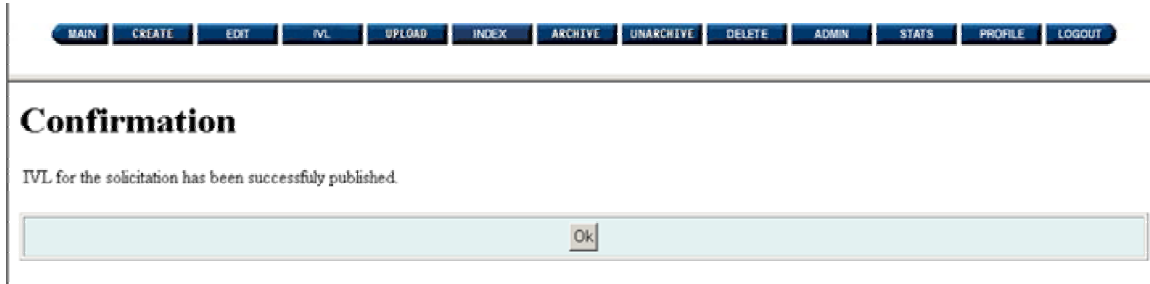
**Please Note:** Once you publish the list, you cannot “unpublish” the list. It will be available for Vendors to view on FedBizOpps.

The screenshot shows the 'Publish IVL' interface. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the title 'Publish IVL' is displayed in green, followed by 'General Services Administration' in red. A horizontal line separates the header from the main content area. The main content area starts with the label 'Publish IVL for solicitation:' followed by a horizontal line. Below this line, the following information is displayed: Number: TestSyn-0627, IVL Status: Enabled, Title: 99 -- Test Synopsis, Posted Date: Jun 27, 2002, Response Date: Aug 31, 2002. To the right of the 'Response Date' field, the text 'Click 'Publish' below to publish IVL for the solicitation' is displayed. Below the information, the POC (Point of Contact) is listed: George Tracy, The Big Boss, Phone 703 872-3846, Fax none, Email george.tracy@gsa.gov. At the bottom, there are two buttons: 'Publish' and 'Cancel'.

Figure 7.11: Publish Interested Vendors List

If you have successfully published the list of Vendors, you will receive a confirmation screen.

## 7.0 Interested Vendors List (IVL) Module



A confirmation dialog box with a title bar containing buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. The main content area has the title "Confirmation" and the message "IVL for the solicitation has been successfully published." At the bottom is an "Ok" button.

**Figure 7.12: Confirmation of Published Interested Vendors List**

Once you publish the list of “Interested Vendors” on FedBizOpps, Vendors will see a link entitled “View List of Interested Vendors” on the listing page for the solicitation number. They will be able to view this in the Vendors Module.

**Please Note:** All of the information submitted by the Vendor through the “Interested Vendor Registration Form” (Name, Company, Contact Information) will be published on FedBizOpps.



A vendor listing page for "TEST ORG". The header includes a "Vendors" logo and a banner image of the US Capitol and American flag. The main heading is "Business Opportunities". Below this, it lists "Office : TEST OFFICE THREE" and "Location : TEST LOCATION FAUX". A section for "Solicitation number : TestSyn-0627" and "Title : 99 -- Test Synopsis" is shown. A "Synopsis" link is present with the text "Posted on Jun 27, 2002". At the bottom, there are two buttons: "Register to Receive Notification" and "Register as Interested Vendor". A link "View List of Interested Vendors" is also visible. The footer contains a link "Numbered Notes".

**Figure 7.13: “View List of Interested Vendors” Link**

Click on “**View List of Interested Vendors**”.

## 7.0 Interested Vendors List (IVL) Module

Vendors

Federal Business Opportunities

★ Find Business Opportunity 99

★ Vendors Links

- ▶ ACQNET Home Page
- ▶ Vendor Feedback Email
- ▶ Vendor Notification Service
- ▶ Vendors User Guide

★ General Information

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ Contact Information

- ▶ Email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)
- ▶ Phone: 877-472-3778 (Toll Free)

★ FedBizOpps Home

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

Vendors Interested in Solicitation TestSyn-0627

Vendor name and contact information:

| Company Information  | Contact Information  |
|--|--|
| Company Name: Mark Smith<br>Business Type: Competitive     | Address: 123 Main Street<br>POC: <a href="mailto:mark@dev.null">mark@dev.null</a><br>Email: <a href="tel:202-332-3332">202-332-3332</a><br>Phone: 202-222-2222 |
| Company Name: Miller Designs<br>Business Type: Competitive | Address: 123 Market Street<br>POC: Tim Miller<br>Email: <a href="mailto:tim@dev.null">tim@dev.null</a><br>Phone: 212-222-2222                                  |
| Company Name: Test Company<br>Business Type: Competitive   | Address: 101 1st Street<br>POC: Mr. Test<br>Email: <a href="mailto:test@dev.null">test@dev.null</a><br>Phone: 972-222-2222                                     |

Figure 14: List of Interested Vendors

A list of “Interested Vendors” will be displayed, including all Vendors who have submitted the “Interested Vendor Registration Form”.



## 8.0 Uploading Documents

**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system. Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

As the government is moving towards a 'paperless' acquisition system, the FedBizOpps system includes the capability to upload documents. You may upload solicitation files that are related to the synopsis anytime after a synopsis is posted on FBO.

**Please Note:**

- It is a Government Buyer's responsibility to upload documents that are descriptive and in compliance with Section 508 of the Rehabilitation Act.
- Files greater than 4Mg may timeout your FedBizOpps 30-minute session. If you are uploading a number of large files, we recommend that you break these up into multiple uploads.

To upload files, click on "**UPLOAD**".

The screenshot shows the 'Document Uploading' page. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the page title 'Document Uploading' is displayed in green, followed by 'TEST ORG' in red. A horizontal line separates the header from the main content area. Under the heading 'Type of Upload:', there are three radio button options: 'Solicitation' (which is selected), 'Amendment', and 'Other (Draft RFPs/RFIs, Responses to Questions, etc.)'. At the bottom of the form, there are two buttons: 'Cancel' and 'Next >>>'.

**Figure 8.1: Document Uploading**

If you click on the "Cancel" button, the system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to upload files, select the upload type under the heading called "Type of Upload". You can upload documents with an overall header of "Solicitation", "Amendment", or you can choose "Other" to create your own header, such as "Response to Questions". In this scenario, we will upload files under the header of "Solicitation". Select "**Solicitation**" and click on "**Next**".

## 8.0 Uploading Documents

The screenshot shows a web application interface for document uploading. At the top, there is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below this, the page title is "Document Uploading" in green, followed by "TEST ORG" in red. The main content area has a form with the following fields: "Type of upload:" with a dropdown menu set to "Solicitation", and "Select a synopsis file:" with a dropdown menu showing "SOL12345" and "test123". At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next".

Figure 8.2: Selecting a Synopsis File

If you click on the application "Back" button, the system returns you to the previous screen. If you click on the "Cancel" button, the system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to upload solicitation files, select the synopsis file (solicitation number) from the "Select a Synopsis File List". Then, click on "Next".

The screenshot shows the same web application interface as Figure 8.2, but with additional fields filled out. The "Type of upload:" dropdown is still "Solicitation". The "Synopsis title:" field is "test". The "Synopsis file:" dropdown is "test123". The "Point(s) of contact:" field is "John Smith". The "Response due date:" field is "September 30, 2002". The "How many files do you want to upload:" field has a text input with the value "1". The "Cancel", "Back", and "Next" buttons are still present at the bottom.

Figure 8.3: Specifying Number of Files

This screen will display:

- Type of Upload
- Synopsis Title
- Synopsis File (Solicitation Number)
- Points of Contact
- Response Due Date

## 8.0 Uploading Documents

Type the number of files you would like to upload in the “How many files do you want to upload” field. In this example, we will upload one file.

If you click on the application “Back” button, the system returns you to the previous screen. If you click on the “Cancel” button, the system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to upload, click on “Next”.

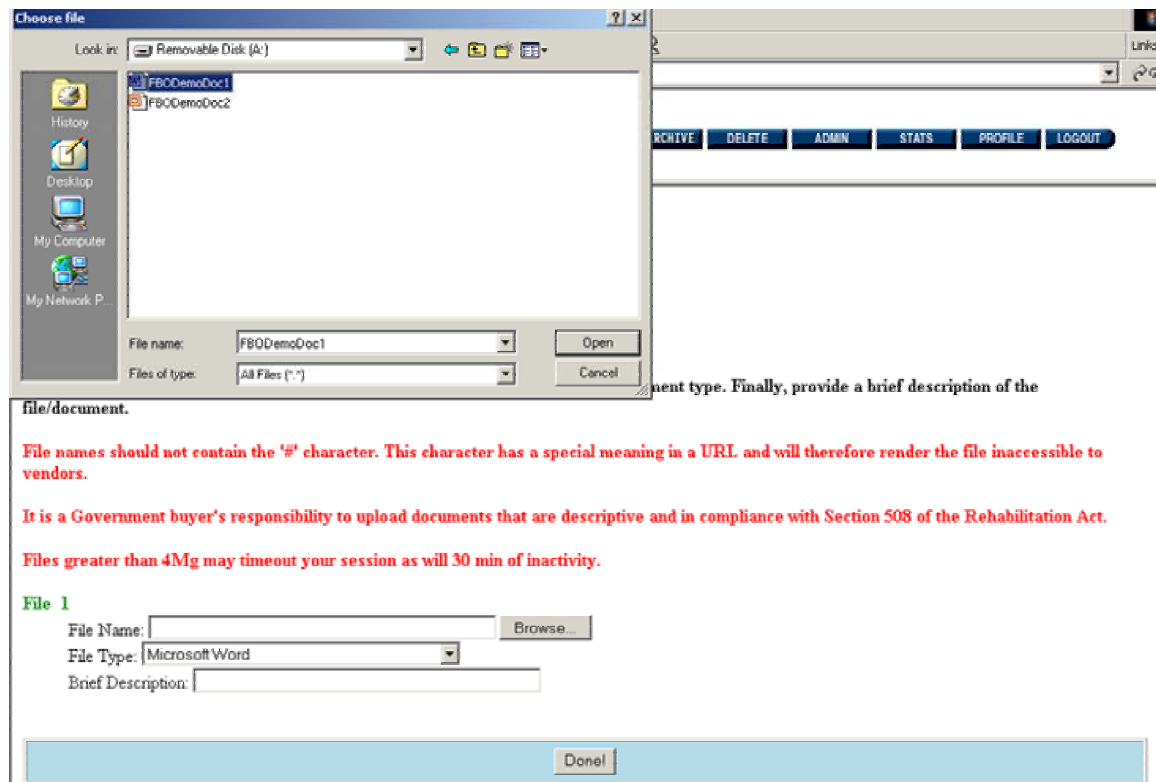


Figure 8.4: Uploading Documents

### 8.1 File Name

#### Please Note:

- Before uploading a file, please ensure the filename includes only alphanumeric characters and dashes. If you include any other characters in the filename, such as a space, your document will not upload properly.
- Filenames within a solicitation must be unique. You can only use a specific filename once. The FedBizOpps system preserves the filename used in the upload, and the directory structure is organized around solicitation numbers. When a file is uploaded to the directory where a file with the same name exists, the new file will overwrite the old file.

To retrieve your files from your hard drive or disk, click on “Browse”. Once you have located the appropriate file, highlight the filename and click on “Open”.

## 8.0 Uploading Documents

The location of the file will populate the "Filename" field. In this scenario the document is located on a disk in the A: drive:

**A:\FBODemoDoc1.doc**

**Please Note:** If you upload files off of a disk, you CANNOT REMOVE the disk until the upload is complete.

### 8.2 File Type

You will need to select the type of file from the "File Type" field. This document is a Microsoft Word document.

Selecting the correct "File Type" is very important. You should always select the correct "File Type" from the pull-down menu. If you select the wrong "File Type", users may have trouble opening your file(s).

### 8.3 Brief Description

Once you have selected the file and file type, you will need to give the file a description. The "Brief Description" should clearly describe the document to the Vendor. For example, "Request for Proposals", "Request for Quotations," "Statement of Work," or "Specifications".

**Please Note:**

- You must fill in the "Brief Description" field. Without a description, Vendors will not be able to view your file(s).
- Files may not be listed on FedBizOpps in the order in which you select them for upload. If you need your files to be listed in a certain order, it is recommended that they be numbered and followed by a clear, concise description.

For Example:

1-1 Solicitation Package

1-2 Drawings

## 8.0 Uploading Documents

The screenshot shows a web interface for uploading documents. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. The main content area contains the following information:

Type of upload: Solicitation  
Synopsis title: test  
Solitation No: test123  
Point(s) of contact: John Smith  
Response due date: September 30, 2002

Click "Browse", select a file/document to upload. Then, select the proper file/document type. Finally, provide a brief description of the file/document.

File names should not contain the '#' character. This character has a special meaning in a URL and will therefore render the file inaccessible to vendors.

It is a Government buyer's responsibility to upload documents that are descriptive and in compliance with Section 508 of the Rehabilitation Act.

Files greater than 4Mg may timeout your session as will 30 min of inactivity.

**File 1**

File Name: A\FBODemoDoc1.doc [Browse...]  
File Type: Microsoft Word [v]  
Brief Description: Demo Document for Uploading

[Done]

Figure 8.5: Document Specifications

Once the "File Name", "File Type", and "Brief Description" have been populated, click on "Done".

The screenshot shows the "Pre-Upload Summary" screen. At the top is the same navigation bar as in Figure 8.5. The main content area displays the following information:

**Pre-Upload Summary**  
**TEST ORG**

---

Type of upload: Solicitation  
Synopsis title: test  
Synopsis file: test123  
Point(s) of contact: John Smith  
Response due date: 09302002

Uploaded file(s):

| Description                      | Size (bytes) | File Format    | File name       |
|----------------------------------|--------------|----------------|-----------------|
| Uploading Demonstration Document | 19456        | Microsoft Word | FBODemoDoc1.doc |

Are you sure you want to upload above file(s) ?

[Yes] [No]

Figure 8.6: Pre-Upload Summary

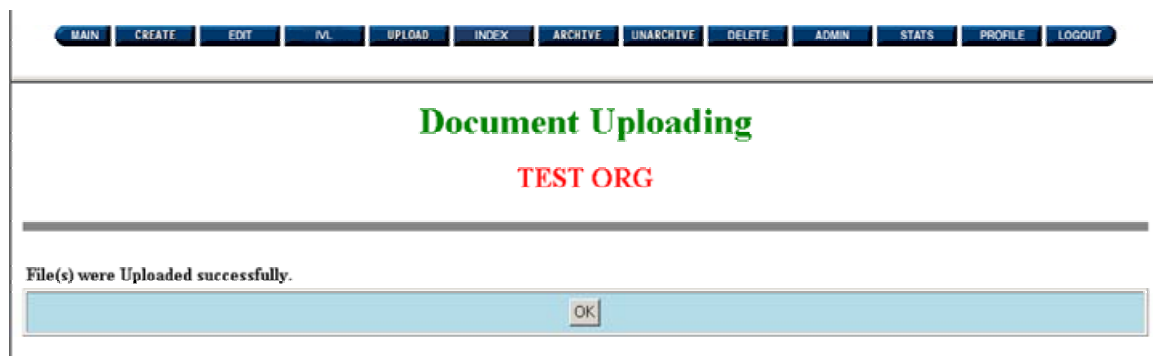
## 8.0 Uploading Documents

The "Pre-Upload Summary" will display:

- Type of Upload
- Synopsis Title
- Synopsis File (Solicitation Number)
- Points of Contact
- Response Due Date
- Document Description
- File Size
- File Format
- File Name

To complete the upload procedure, scroll to the bottom of the page. If you click on the "No" button, the system returns you to the beginning of the screen called "Document Uploading".

If you are ready to complete the upload process, click on the "Yes" button.



**Figure 8.7: Confirmation Screen**

If your file(s) uploaded successfully, you will receive a confirmation screen.

Once you have posted the files, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

## 9.0 Indexing a URL Address

**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system. Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

In addition to the ability to upload files, the FedBizOpps system also includes the ability to attach a URL address to your solicitation. This is useful when your solicitation files are hosted on another web site. This function is very similar to uploading documents.

To attach a URL address, click on "INDEX".

The screenshot shows the 'Document Indexing' screen. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the page title 'Document Indexing' is displayed in green, followed by 'TEST ORG' in red. A horizontal line separates the header from the main content area. The main content area has the heading 'Type of Upload:' followed by three radio button options: 'Solicitation' (which is selected), 'Amendment', and 'Other (Draft RFPs/RFIs, Responses to Questions, etc.)'. At the bottom of the form are two buttons: 'Cancel' and 'Next >>>'.

Figure 9.1: Document Indexing

If you click on the "Cancel" button, the system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to attach a URL address, select the upload type under the heading called "Type of Upload". You can attach a URL address with an overall header of "Solicitation", "Amendment", or you can choose "Other" to create your own header, such as "Response to Questions". In this scenario, we will attach a URL address under the header of "Solicitation". Select "Solicitation" and click on "Next".

The screenshot shows the 'Document Uploading' screen. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the page title 'Document Uploading' is displayed in green, followed by 'TEST ORG' in red. A horizontal line separates the header from the main content area. The main content area has the heading 'Type of upload:' followed by a dropdown menu showing 'Solicitation'. Below this is the label 'Select a synopsis file:' followed by a text input field containing 'SOL12345' and a dropdown menu showing 'test123'. At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Next'.

Figure 9.2: Selecting a Synopsis File

## 9.0 Indexing a URL Address

If you click on the application "Back" button, the system returns you to the previous screen. If you click on the "Cancel" button, the system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to attach a URL address, select the synopsis file (solicitation number) from the "Select a Synopsis File List". Then, click on "Next".

The screenshot shows a web application interface for 'Document Indexing'. At the top, there is a navigation bar with buttons: MAIN, CREATE, EDIT, URL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below this, the title 'Document Indexing' is displayed in green, followed by 'TEST ORG' in red. A horizontal line separates the header from the main content area. The main content area contains the following fields:

- Type of upload: Solicitation
- Synopsis title: test
- Synopsis file: test123
- Point(s) of contact: John Smith
- Response due date: September 30, 2002
- How many files do you want to index: 1

At the bottom of the form, there are three buttons: Cancel, Back, and Next.

Figure 9.3: Specifying Number of Links

This screen will display:

- Type of Upload
- Synopsis Title
- Synopsis File (Solicitation Number)
- Points of Contact
- Response Due Date

Type the number of URL addresses you would like to upload in the "How many files do you want to upload" field. In this example, we will upload one URL address.

If you click on the application "Back" button, the system returns you to the previous screen. If you click on the "Cancel" button, the system returns you to the first screen, with buttons at the top of the page, after the login screen.

If you are ready to attach a URL address, click on "Next".



## 9.0 Indexing a URL Address

The screenshot shows a web interface for indexing a URL. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar is a header area with the text "TEST.ORG". The main content area contains the following information:

Type of upload: Solicitation  
Synopsis title: test  
Solicitation No: test123  
Point(s) of contact: John Smith  
Response due date: September 30, 2002

Enter the full file/document URL to index. Then, select the proper file/document type. Finally, provide a brief description of the file/document.

File names should not contain the '#' character. This character has a special meaning in a URL and will therefore render the file inaccessible to vendors. Please modify file names (on your local machine) to remove any '#' characters before indexing to EPS.

File 1

File URL:   
File Type:   
Brief Description:

At the bottom of the form is a blue bar with a "Done!" button.

Figure 9.4: URL Specifications

### 9.1 File Name

Enter the URL address in the "File Name" field, starting with "www".

For example: www.fedbizopps.gov

### 9.2 File Type

You do not need to select a type of file from the "File Type" field. Simply leave the type of file as the default, Microsoft Word.

### 9.3 Brief Description

Once you have selected the file and file type, you will need to give the file a description. The "Brief Description" should clearly describe the document to the Vendor. For example, "Request for Proposals", "Request for Quotations," "Statement of Work," or "Specifications".

**Please Note:** You must fill in the "Brief Description" field. Without a description, Vendors will not be able to open the URL address link.

Once the "File Name", "File Type", and "Brief Description" have been populated, click on "**Done**".

|      |        |      |     |        |       |         |           |        |       |       |         |        |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|
| MAIN | CREATE | EDIT | IVL | UPLOAD | INDEX | ARCHIVE | UNARCHIVE | DELETE | ADMIN | STATS | PROFILE | LOGOUT |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|

---

## Pre-Upload Summary

TEST ORG

---

Type of upload: [Solicitation](#)  
 Synopsis title: [test](#)  
 Synopsis file: [test123](#)  
 Point(s) of contact: [John Smith](#)  
 Response due date: [September 30, 2002](#)

Uploaded file(s):

| Description      | Size (bytes) | File Format    | File name          |
|------------------|--------------|----------------|--------------------|
| SEE SOLICITATION | 0            | Microsoft Word | www.fedbizopps.gov |

---

Are you sure you want to index above file(s) ?

Figure 9.5: Pre-Upload Summary

The "Pre-Upload Summary" will display:

- Type of Upload
- Synopsis Title
- Synopsis File (Solicitation Number)
- Points of Contact
- Response Due Date
- Document Description
- File Size (This will be "0")
- File Format (This will be "Microsoft Word")
- File Name (URL Address)

To complete the indexing procedure, scroll to the bottom of the page. If you click on the "No" button, the system returns you to the beginning of the screen called "Document Uploading".

If you are ready to complete the indexing process, click on the "Yes" button.

|      |        |      |     |        |       |         |           |        |       |       |         |        |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|
| MAIN | CREATE | EDIT | IVL | UPLOAD | INDEX | ARCHIVE | UNARCHIVE | DELETE | ADMIN | STATS | PROFILE | LOGOUT |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|

---

## Document Indexing

TEST ORG

---

File(s) were Indexed successfully.

Figure 9.6: Confirmation Screen

## 9.0 Indexing a URL Address

If your URL address posted successfully, you will receive a confirmation screen.

Once you have posted the URL address, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

## 10.0 Creating an Award Notice

**Please Note:** When a user logs into the FedBizOpps System, the user is issued a session number. There is a thirty (30) minute time limit for each user when using the FedBizOpps system. Once thirty minutes has passed, the system will terminate the session and the user will receive a "Your session has timed out." message. When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

An "Award Notice" can be created even if a synopsis was not created on FedBizOpps. To create an "Award Notice" under these circumstances, follow the directions below for creating an "Award Notice" for an existing presolicitation synopsis. When a screen appears with a heading titled "Select a Document", do not make a selection from the "Select a Document" field. Instead, click on "Next" at the bottom of the page, and follow the remaining directions until the document is posted.

To create an Award Notice, click on the **"CREATE"** button.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

**Acquisition Notice Posting**

TEST ORG

Action Code:

- ☐ P = Presolicitation Notice
- ☒ A = Award Notice
- ☐ M = Modification to a Previous Notice
- ☐ R = Sources Sought Notice
- ☐ S = Special Notice
- ☐ F = Foreign Government Standard
- ☐ G = Sale of Surplus Property
- ☐ K = Combined Synopsis/Solicitation

Next >>>

Figure 10.1: Creating an Award Notice

Select "Action Code" "A=Award Notice". Click on the **"Next"** button.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

**Acquisition Notice Posting**

General Services Administration

Action Code:

A = Award Notice

Select a Document:

TestSol-01-2R  
test123

<<< Back Next >>>

Figure 10.2: Award Screen

## 10.0 Creating an Award Notice

**Please Note:** Before you begin, please refer to the templates listed under the "Interface Description" link on the FedBizOpps home page. These templates will specify character limitations for each field.

If you wish to return to the previous screen, click on the application "Back" button. Otherwise, select a synopsis file from the pull-down list under the heading called "Select a Synopsis". Click on the **"Next"** button, and the following screen is displayed:

The screenshot shows a web-based form titled "Award Notice Worksheet". At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. The form contains several sections with labels and input fields:

- Action Code:** A = Award Notice (highlighted in red)
- Date:** 06/26/02
- Classification Code:** 11 -- Nuclear ordnance
- Contracting Office Address:** TEST ORG, TEST OFF, TESTLOC, 18 Misery Lane, Vienna, VA, 20202
- Place of Contract Performance:** has not been specified.
- Title:** (200 character spaces available) 11 -- test
- Contract Award Date:** Month: 07, Day: 01, Year: 2002

At the bottom, there is a label: "Select one or more name(s) for point of contact." followed by a text input field.

Figure 10.3: Award Notice Worksheet

### 10.1 Action Code

The notice type will be indicated at the top of the page. In this case, the action code is "A" for "Award Notice".

### 10.2 Date

The "Date" field is generated by the system based on the date the notice is entered into the FedBizOpps System.

### 10.3 Classification Code

The Classification Code is generated by the system based on the information entered in the original synopsis.

If you are entering an Award Notice without having originally entered a synopsis on FedBizOpps, you will need to select a Classification Code. To select a classification code, scroll down to the appropriate classification code and highlight it. You can only select one classification code.

## 10.0 Creating an Award Notice

**Please Note:** Questions regarding the appropriate classification code for your notice should be directed internally to your agency. The FedBizOpps Help Desk cannot advise you on which classification code to select.

### 10.4 Contracting Office Address

The system will automatically generate the data for the “Contracting Office Address” field, based on the Agency/Office/Location associated with your FedBizOpps account.

If your Agency, Office or Location information is incorrect, you will need to contact your Agency FedBizOpps Administrator for further assistance. If you do not have contact information for your Agency FedBizOpps Administrator, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

### 10.5 Place of Contract Performance

The “Place of Contract Performance” is generated by the system based on the information entered in the original synopsis.

If you are entering an Award Notice without having originally entered a synopsis on FedBizOpps, you can enter the Place of Contract Performance. The “Place of Contract Performance” field is not a mandatory field.

**Please Note:** We recommend that you only use alphanumeric characters, dashes, and commas in these fields. Please do not use apostrophes in this field.

### 10.6 Title

The “Title” is generated by the system based on the information entered in the original synopsis.

If you are entering an Award Notice without having originally entered a synopsis on FedBizOpps, you can enter the Title. Please enter a brief description of the services, supplies, or project in this field.

**Please Note:** We recommend that you only use alphanumeric characters, dashes, and commas in this field.

### 10.7 Contract Award Date

The “Contract Award Date” is the date the contract was awarded. Two digits should be entered for the month and day, while four digits should be entered for the year.

### 10.8 Point of Contact

The “Point of Contact” information is generated by the system based on the information entered in the original synopsis.

If you are entering an Award Notice without having originally entered a synopsis on FedBizOpps, you can enter the POC information. You can choose a Primary and/or Secondary Point of Contact for this notice, but you need to **AT LEAST** pick a Primary Point of Contact. The system will automatically display the names, titles, telephone numbers, fax numbers, and email addresses of any points of contact chosen.

If the appropriate names are not available in the “Primary Point of Contact” or “Secondary Point of Contact” fields, you will need to contact your Agency FedBizOpps Administrator for further assistance. If you do not have contact information for your Agency FedBizOpps Administrator, please contact the FedBizOpps Help Desk for assistance.

## 10.0 Creating an Award Notice

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

Primary Point of Contact: John Smith

Secondary Point of Contact: John Smith

Solicitation Number: test123

Agency assigned number for control, tracking, and identification.  
*Please use alpha-numerics, dashes or period ONLY - leading and trailing spaces will be stripped.*

Contract Award Number: A237-9

The dollar value of the contract, plus optional qualifying text (e.g. "not to exceed \$250,000").  
**Note:** This information will be displayed exactly as entered; format text and dollar amounts appropriately. (50-char maximum)

Contract Award Dollar Amount: \$1,000,000

When appropriate, list the contractor's appropriate line item number.

Contract Line Item Number:

The contractor name and address.

Contractor: **\*\*No HTML Tags\*\* (400 character spaces available)**  
Bell Inc., 123 Main St., Richland, WA.

Figure 10.4: Award Notice Worksheet

### 10.9 Solicitation Number

The "Solicitation Number" is generated by the system based on the information entered in the original synopsis.

If you are entering an Award Notice without having originally entered a synopsis on FedBizOpps, you will not need to enter a Solicitation Number. .

### 10.10 Contract Award Number

An "Award Number" must be entered for each notice.

**Please Note:** The Award Number can only contain alphanumeric characters and dashes. If you input any other characters into this field, your notice may not post.

### 10.11 Contract Award Dollar Amount

This is the dollar value of the contract.

### 10.12 Contract Line Item Number

The "Contract Line Item Number" field is not a mandatory field.

**Please Note:** Do not enter "N/A", commas, or spaces in this field. This may result in an unsuccessful posting of your Award Notice. If you do not have a contract line item number, please leave this field blank. Please use underscores to separate contract line item numbers. For example: Use "0001\_0002" instead of "0001, 0002".

## 10.0 Creating an Award Notice

### 10.13 Contractor

The “Contractor” field is for the name and address of the contractor who was awarded the contract.

**Please Note:** Please do not use apostrophes in this field.

The screenshot shows a web form titled "Award Notice Worksheet". At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IRL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. The form contains the following fields and sections:

- Contract Award Dollar Amount:** A text input field containing "\$1,000,000".
- When appropriate, list the contractor's appropriate line item number.** A text input field.
- Contract Line Item Number:** A text input field.
- The contractor name and address.** A large text area containing the text: "Dell Inc., 123 Main St, Richland, WA." Above this text area is a label: "Contractor: \*\*No HTML Tags\*\* (400 character spaces available)".
- Archiving policy:** A section with explanatory text: "Synopsis and associated documents may be scheduled for archiving fifteen days after the award date, or upon a user-specified date subsequent to or left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set. Year must be specified with a full four characters; i.e. '2000' instead of '00'." Below this text are three radio button options:
  - ☒ Automatic, 15 days after award date
  - ☐ Automatic, on specified date - Month: [ ] Day: [ ] Year: [ ]
  - ☐ Manual archive
- Buttons:** At the bottom of the form are four buttons: "Preview", "Save", "Post", and "Clear Form".

Figure 10.5: Award Notice Worksheet

### 10.14 Archiving Policy

When a notice is created, it remains in the “Active” database of FedBizOpps until it reaches the archive date set by the contracting officer. Once the archive date is reached, the notice is moved to the “Archive” database. This notice is still accessible on FedBizOpps, but will not show up in the active postings for an agency. There are three archiving options available:

- **Automatic, 15 days After Award Date** – This is the default option. The notice will automatically archive 15 days after the date in the “Contract Award Date” field.
- **Automatic, On Specified Date** – The notice will archive on the date specified by the contracting officer.
- **Manual Archive** – The notice will not archive until the contracting officer manually archives the notice using the “Archive” button. Please see Section 10 for additional information on archiving.

**Please Note:** If you leave the response date blank, you will need to set your archiving policy to “Automatic, On Specified Date” or “Manual”, you will not be able to use the default archiving option of “Automatic, 15 Days After Response Date”.

### 10.15 Submitting the Award Notice

Once you have filled in the appropriate fields, you may choose to "Preview", "Save", or "Post" the information, or select the "Clear Form" button to erase the information on the form and start over again.



## 10.0 Creating an Award Notice

**Please Note:** If you exit the “Award Notice Worksheet” without saving or posting, your data will be lost and you will need to recreate the notice.

The “Save” feature will allow you to edit and post your data at a later time. You will be able to edit and post using the “Edit” feature described in Section 5 of this manual. If you were to click on “Save”, you would receive the following confirmation screen:

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

### Confirmation

Document was saved successfully. Note that the document has not been posted to FBO.

OK

Figure 10.6: Save Confirmation

Instead of clicking on “Save”, click on “**Post**”.

**Please Note:** We do not recommend that you click on “Preview”. You will receive a preview screen when you click on “Post”.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

## Pre-Post Summary

### General Services Administration

Document has NOT been posted yet - please review and then click Yes at the bottom of the page to complete Post.

ActionCode: A = Award Notice

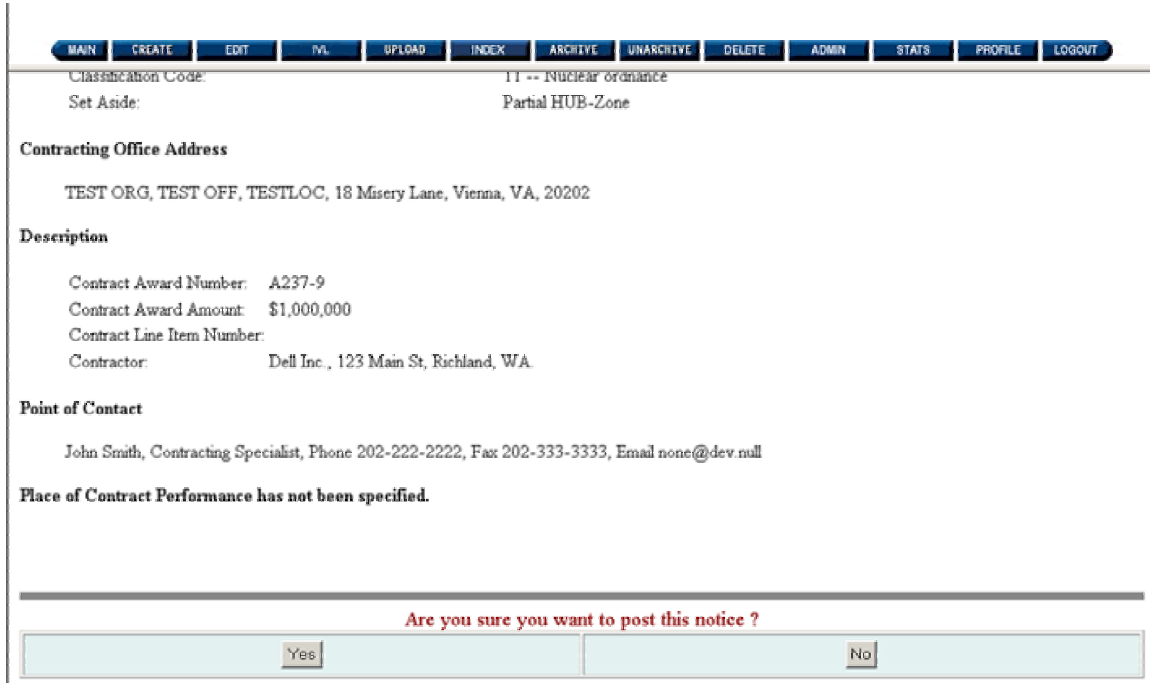
11 -- test

#### General Information

|                      |                        |
|----------------------|------------------------|
| Document Type:       | A = Award Notice       |
| Solicitation Number: | test123                |
| Posted Date:         | Jun 26, 2002           |
| Contract Award Date: | JUL 01, 2002           |
| Archive Date:        | JUL 16, 2002           |
| Classification Code: | 11 -- Nuclear ordnance |
| Set Aside:           | Partial HUB-Zone       |

Figure 10.7: Pre-Post Summary

## 10.0 Creating an Award Notice



The screenshot shows a web application interface for creating an award notice. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the 'Classification Code' is set to '11 -- Nuclear Ordnance' and 'Set Aside' is 'Partial HUB-Zone'. The 'Contracting Office Address' is 'TEST ORG, TEST OFF, TESTLOC, 18 Misery Lane, Vienna, VA, 20202'. The 'Description' section includes: 'Contract Award Number: A237-9', 'Contract Award Amount: \$1,000,000', 'Contract Line Item Number:', and 'Contractor: Dell Inc., 123 Main St, Richland, WA'. The 'Point of Contact' is 'John Smith, Contracting Specialist, Phone 202-222-2222, Fax 202-333-3333, Email none@dev.mall'. A message states 'Place of Contract Performance has not been specified.' At the bottom, a red prompt asks 'Are you sure you want to post this notice ?' with 'Yes' and 'No' buttons.

Classification Code: 11 -- Nuclear Ordnance  
Set Aside: Partial HUB-Zone

**Contracting Office Address**

TEST ORG, TEST OFF, TESTLOC, 18 Misery Lane, Vienna, VA, 20202

**Description**

Contract Award Number: A237-9  
Contract Award Amount: \$1,000,000  
Contract Line Item Number:  
Contractor: Dell Inc., 123 Main St, Richland, WA.

**Point of Contact**

John Smith, Contracting Specialist, Phone 202-222-2222, Fax 202-333-3333, Email none@dev.mall

Place of Contract Performance has not been specified.

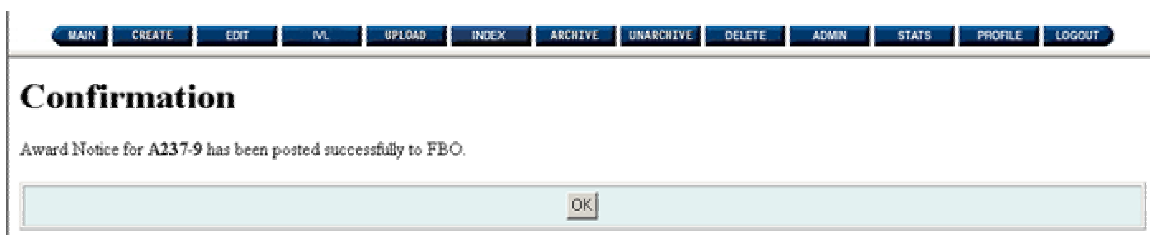
Are you sure you want to post this notice ?

Yes No

**Figure 10.8: Pre-Post Summary**

Use the scroll bar on the right side of the page to review the data and reach the bottom of the Pre-Post Summary screen. If you need to make any changes to the data, click on “No” under “Are you sure you want to post this notice?”. Clicking on “No” will take you back to the “Award Notice Worksheet” where you can make any necessary changes. You may choose to post at that time by clicking on “Yes” under “Are you sure you want to post this notice?”.

Click on “Yes” to post the Award Notice.



The screenshot shows a confirmation screen. At the top is the same navigation bar as in Figure 10.8. Below the navigation bar, the title 'Confirmation' is displayed. A message states 'Award Notice for A237-9 has been posted successfully to FBO.' At the bottom, there is an 'OK' button.

**Confirmation**

Award Notice for A237-9 has been posted successfully to FBO.

OK

**Figure 10.9: Confirmation Screen**

If your notice posted successfully, you will receive a confirmation screen.

Click on “Ok” to clear the confirmation screen or “Ok – Receive Notice in 24h” to clear the confirmation screen and register to receive an email notification from the FedBizOpps System within 24 hours. This email notification will provide a link to your recently posted data on FedBizOpps.

Once you have posted the notice, we recommend that you check the status of your posting on FedBizOpps. Instructions on how to check the status of your posting can be found in Section 13 of this manual.

## 10.0 Creating an Award Notice

If you receive anything other than a confirmation screen, please check the status of your posting on FedBizOpps. If your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

## 11.0 Archiving/Unarchiving

Synopses, Solicitations and Awards will remain in the “Active” postings on FedBizOpps until they reach the “Archive Date”. Once the “Archive Date” is reached, the files will be moved to the “Archive” postings. They will still be available from FedBizOpps, and can be accessed using the “Synopsis/Award Search” page discussed in Section 13 of this manual.

### 11.1 Archiving

**Please Note:** The FedBizOpps System archives flagged documents twice a day, at 10:00 am and 10:00 pm, Eastern Time. These documents are processed on a batch routine basis. Documents flagged for archiving by a User between 10:00 pm and 10:00 am are picked up by the system at 10:00 am and are archived immediately. Documents flagged for archiving between 10:00 am and 10:00 pm are archived after 10:00 pm.

To archive a notice, click on the "**ARCHIVE**" button.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

**Acquisition Notice Archiving**

**TEST ORG**

Select a synopsis file:

TestSol-01-2R  
test123

Archive

Select an award file:

**Figure 11.1: Archiving a Notice**

Select the file to archive listed under the heading "Select a synopsis file" or "Select an Award File". Click on the "ARCHIVE" button, and the following screen is displayed:

Figure 11.2: Archive Screen

Scroll to the bottom of the page. If you click on the "Cancel" button, the system returns you to the previous screen.

There are three archiving options:

- Leave date as-is
- Set new date
- Remove date

If you need to keep the document posted indefinitely on FBO, select "Remove date", click on the "Save" button, and the document's archive date will be removed. If you need to set a new archive date, select "Set new date", enter the new date, including four digit year and click on the "Save" button. The document will be set with the new archive date. If you select "Leave date as-is" and click on the "Save" button, the document will be unaltered. The following screen is displayed with an "Archive" confirmation message:

Figure 11.3: Confirmation Screen

**Please Note:** The archive feature can also be changed when a modification synopsis is created.

## 11.0 Archiving/Unarchiving

### 11.2 Unarchiving

A notice will need to be unarchived if you need to post additional information to the notice, such as solicitation documents or an award notice.

**Please Note:** The FedBizOpps System unarchives flagged documents twice a day, at 10:00 am and 10:00 pm, Eastern Time. These documents are processed on a batch routine basis. Documents flagged for unarchiving by a User between 10:00 pm and 10:00 am are picked up by the system at 10:00 am and are unarchived immediately. Documents flagged for unarchiving between 10:00 am and 10:00 pm are unarchived after 10:00 pm.

To unarchive a notice, click on the "UNARCHIVE" button.

The screenshot shows a web application interface for unarchiving acquisition notices. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below the navigation bar, the page title is "Acquisition Notice Unarchiving" in green, followed by "TEST ORG" in red. A horizontal line separates the header from the main content area. The main content area has two sections. The first section is titled "Select a synopsis file:" and contains a dropdown menu with the following options: SEP26-01, SOL12345 (which is selected), SSSOL12345, SSSOL12345, and TESTING12345. Below this dropdown is a light blue rectangular button labeled "Unarchive". A second horizontal line separates this section from the next. The second section is titled "Select an award file:" and contains a text input field with the value "Reference-Number-SEP02-01".

**Figure 11.4: Unarchiving a Notice**

Select the file to unarchive listed under the heading "Select a synopsis file" or "Select an Award File". Click on the "UNARCHIVE" button, and the following screen is displayed:

**Unarchive Summary**  
General Services Administration

---

Synopsis file to be archived: /

Number: SOL12345  
 Title: TEST OF DUPLICATE SOL  
 Posted Date: Sep 26, 2000  
 Response Date: Dec 31, 2000  
 POC: Wilbert Kelley, Program Analyst, Phone (202) 208-2664, Fax (202) 501-3341, Email wilbert.kelley@gsa.gov - Wilbert Kelley, Program Analyst, Phone (202) 208-2664, Fax (202) 501-3341, Email wilbert.kelley@gsa.gov

Click Save to flag for unarchiving

Save Cancel

Figure 11.5: Unarchiving Screen

Scroll to the bottom of the page. If you click on the "Cancel" button, the system returns you to the previous screen. When you are confident that the synopsis file selected is the appropriate one to be unarchived, click on the "Save" button. The following screen is displayed with an "Unarchive" confirmation message:

**Confirmation**

Documents were flagged for Unarchiving.

Ok

Figure 11.6: Confirmation Screen

Once your notice is available in the "Active" postings, you will be able to post additional information to the notice.

## 12.0 Deleting Files

The FedBizOpps System provides Users with the ability to delete files. However, we strongly advise against deleting entire notices, as this will confuse vendors who have already read the notice or have already received email notification of the notice. If there is incorrect information in a "Synopsis", we recommend posting a "Modification". If there is incorrect information in a "Solicitation", we recommend posting an "Amendment".

**Please Note:** You cannot delete a modification without deleting the associated notice. The system will allow you to delete the entire notice (including all postings for that notice) or delete files uploaded to that solicitation number. If an error is made on a modification, you can either post another modification or delete the entire notice.

### 12.1 Deleting All Files

To delete files, click on "DELETE".

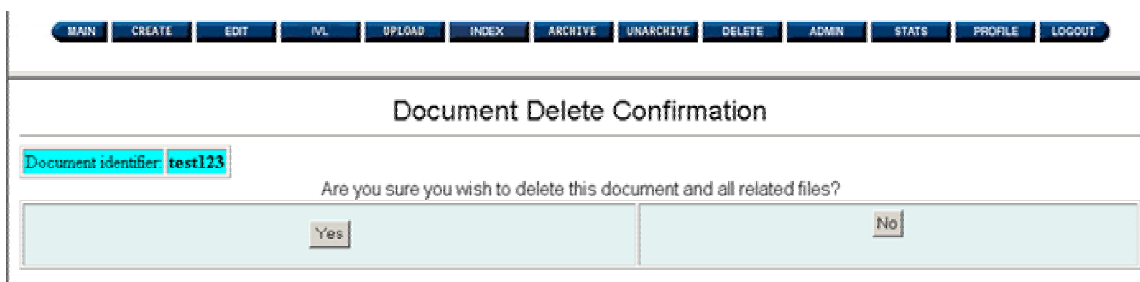
The screenshot shows a web application interface for deleting acquisition notices. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, IVL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. Below this is a header section with the title "Acquisition Notice Deleting" and the text "TEST ORG". The main content area has two sections. The first section, "Select a Document:", contains a dropdown menu with two options: "TestSol-01-2R" and "test123", where "test123" is currently selected. Below the dropdown are two buttons: "View attachments >>>" and "Delete selected document >>>". The second section, "Select an Award Document:", contains an empty dropdown menu. Below this section is a button labeled "Delete selected document >>>".

Figure 12.1: Deleting a Notice

Select the synopsis file to delete from the list called "Select a Document". You can choose to delete the synopsis and all associated files by clicking on "Deleted Selected Document".

The following "Document Delete Confirmation" screen is displayed:





Document Delete Confirmation

Document identifier: test123

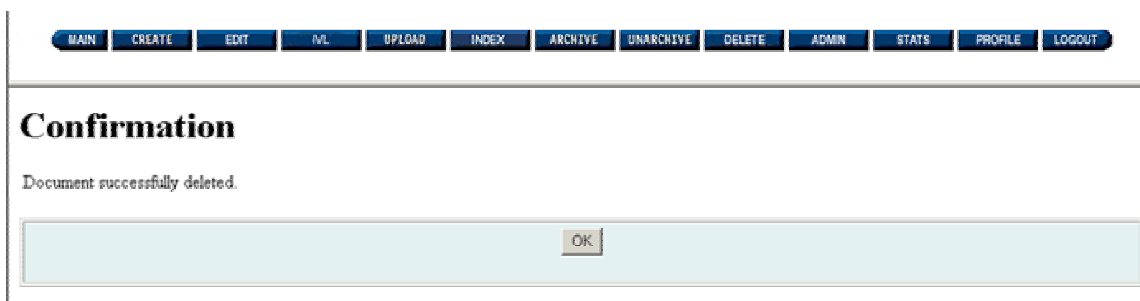
Are you sure you wish to delete this document and all related files?

Yes No

**Figure 12.2: Document Delete Confirmation**

If you click on the "No" button, the system returns you to the first screen after the login screen. Click on the "Yes" button and all documents are deleted.

If the notice deleted successfully, you will receive a confirmation screen:



Confirmation

Document successfully deleted.

OK

**Figure 12.3: Confirmation Screen**

## 12.2 Deleting Selected Attachments

## 12.0 Deleting Files

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

### Acquisition Notice Deleting

TEST ORG

Select a Document:

TestSol-01-2R  
test123

View attachments >>> Delete selected document >>>

Select an Award Document:

Delete selected document >>>

Figure 12.4: Deleting a Notice

Instead of deleting the entire file, you can choose to delete selected document uploads. To delete selected document uploads, select the synopsis file to delete from the "Select a Document" list. Then, click on **"View Attachments"**.

MAIN CREATE EDIT IVL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

Document identifier test123

Select Solicitation Group

Solicitation 01

<<< Back Next >>>

Figure 12.5: Deleting Selected Uploads

If you click on the application "Back" button, the system will return you to the previous screen. Otherwise, highlight the upload to delete, such as a solicitation or amendment, in the "Select Solicitation Group" list. Then, click on **"Next"**.

**Please Note:** You can only delete an entire upload, such as "Solicitation 01", "Amendment 01", etc. You cannot delete a specific document in an upload. The entire upload will need to be deleted in order to delete a specific document.

Document Delete Confirmation

Document identifier: test123

Attachment to delete: 2002/06/25

Files: All Files  
Tips Sheet

Are you sure you wish to delete the listed attachment?

<<< Back OK Cancel

Figure 12.6: Document Delete Confirmation

Clicking on the application "Back" button will return you to the previous screen. Clicking on the "Cancel" button will return you to the first screen after the login screen. If you are ready to delete the selected upload, click on the "OK" button.

Confirmation

Document successfully deleted.

OK

Figure 12.7: Confirmation Screen

If the notice deleted successfully, you will receive a confirmation screen.

**Please Note:** You can also use the "Delete" button to delete Award Notices.

## 13.0 Viewing Postings on FedBizOpps

The FedBizOpps system provides two methods in which you can check the status of your posting. You can “Browse Active Postings” or use the “Synopsis/Award Search Page”.

**Please Note:** It is the buyer’s responsibility to check the status of their posting on FedBizOpps. If you have posted a notice, and your notice is not on FedBizOpps, please contact the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for assistance.

### 13.1 Browse Active Postings

#### A. Active Procurement Opportunities

The FedBizOpps system provides you with the ability to view active procurement notices by Posted Date, Classification Code, Set-Aside Type, as well as the ability to view active awards for a particular Agency/Office/Location.

To browse active postings, click on “MAIN” from your buyer account, or go to [www.fedbizopps.gov](http://www.fedbizopps.gov) and click on “Vendors”.

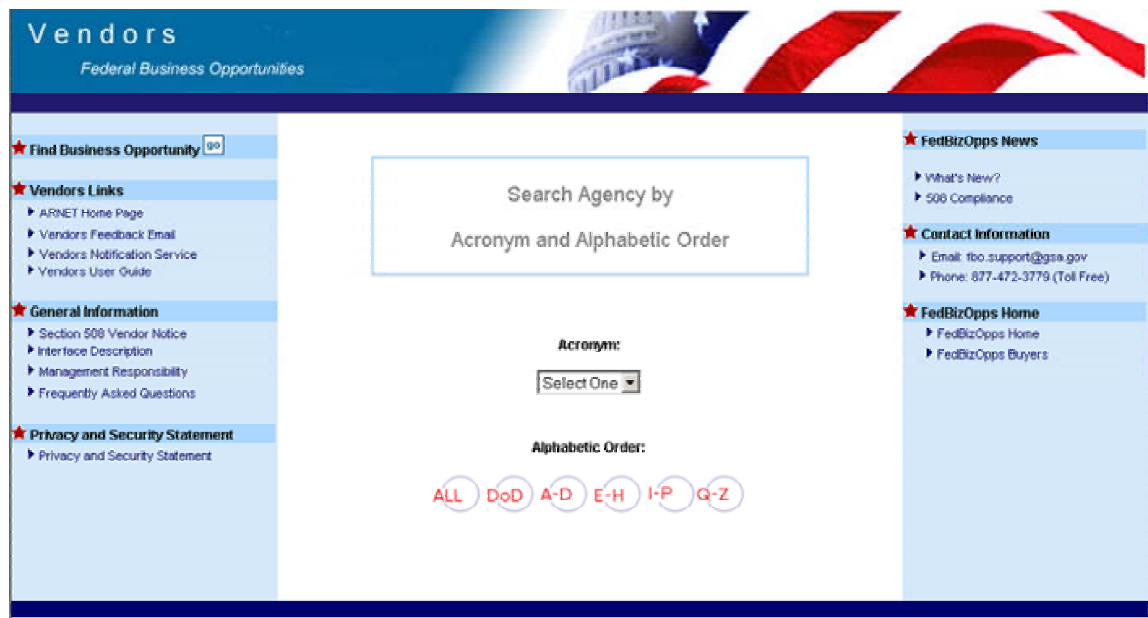
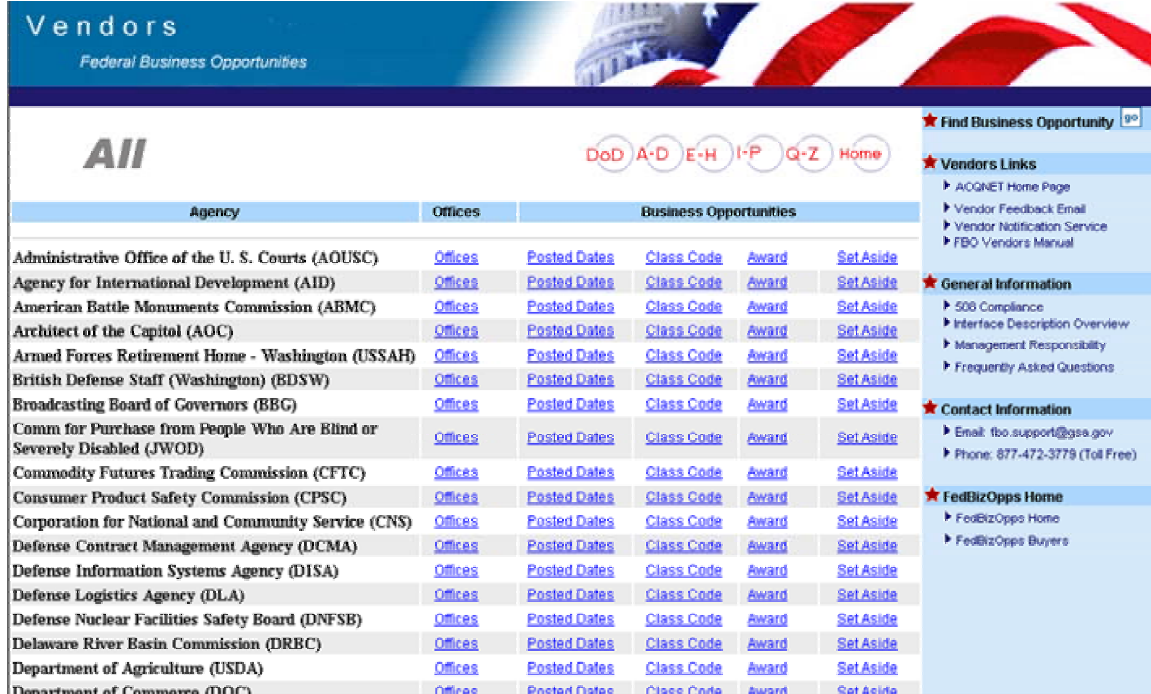


Figure 13.1: FedBizOpps for Vendors

You can browse active postings for a particular agency by the agency acronym (using the dropdown box) or by a listing of agencies in alphabetical order. If you would like to view a list of all agencies, click on “All”.

## 13.0 Viewing Postings on FedBizOpps



The screenshot shows the 'Vendors' section of the FedBizOpps website. The header includes the 'Vendors' title and 'Federal Business Opportunities'. Below the header is a navigation bar with the 'All' logo and a search bar. The main content area is a table listing various agencies and their business opportunities. The table has columns for Agency, Offices, Posted Dates, Class Code, Award, and Set Aside. The agencies listed include the Administrative Office of the U. S. Courts (AOUSC), Agency for International Development (AID), American Battle Monuments Commission (ABMC), Architect of the Capitol (AOC), Armed Forces Retirement Home - Washington (USSAH), British Defense Staff (Washington) (BDSW), Broadcasting Board of Governors (BBG), Comm for Purchase from People Who Are Blind or Severely Disabled (JWOD), Commodity Futures Trading Commission (CFTC), Consumer Product Safety Commission (CPSC), Corporation for National and Community Service (CNS), Defense Contract Management Agency (DCMA), Defense Information Systems Agency (DISA), Defense Logistics Agency (DLA), Defense Nuclear Facilities Safety Board (DNFSB), Delaware River Basin Commission (DRBC), Department of Agriculture (USDA), and Department of Commerce (DOC). Each agency row has links for 'Offices', 'Posted Dates', 'Class Code', 'Award', and 'Set Aside'. To the right of the table is a sidebar with links for 'Find Business Opportunity', 'Vendors Links', 'General Information', 'Contact Information', and 'FedBizOpps Home'.

| Agency  | Offices                 | Posted Dates                 | Class Code                 | Award                 | Set Aside                 |
|---|-------------------------|------------------------------|----------------------------|-----------------------|---------------------------|
| Administrative Office of the U. S. Courts (AOUSC)                       | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Agency for International Development (AID)                              | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| American Battle Monuments Commission (ABMC)                             | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Architect of the Capitol (AOC)  | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Armed Forces Retirement Home - Washington (USSAH)                       | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| British Defense Staff (Washington) (BDSW)                               | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Broadcasting Board of Governors (BBG)                                   | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Comm for Purchase from People Who Are Blind or Severely Disabled (JWOD) | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Commodity Futures Trading Commission (CFTC)                             | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Consumer Product Safety Commission (CPSC)                               | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Corporation for National and Community Service (CNS)                    | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Defense Contract Management Agency (DCMA)                               | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Defense Information Systems Agency (DISA)                               | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Defense Logistics Agency (DLA)  | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Defense Nuclear Facilities Safety Board (DNFSB)                         | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Delaware River Basin Commission (DRBC)                                  | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Department of Agriculture (USDA)  | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Department of Commerce (DOC)  | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |

Figure 13.2: Agency List

Each agency will be listed along with links to Offices, Posted Dates, Class Code, Award, and Set Aside.

Clicking on the "Offices" link for a particular agency will allow you to view active postings for a particular office within an agency. You can then drilldown even further by clicking on the "Locations" link within an office to view the active postings for a particular location within the office of an agency.

To view the active postings for a particular agency, click on "Posted Dates" next to the agency name. In this scenario, we will view the active postings for the Department of the Treasury. Click on "Posted Dates" next to the Department of Treasury listing.

## 13.0 Viewing Postings on FedBizOpps

**Vendors**  
Federal Business Opportunities

**TREAS -**  
Synopsis and Solicitation Grouped by Posted Date

[Agency Postings](#) | [Posted Date](#) | [Class code](#) | [Award](#) | [Set Aside](#)

**Recent Postings: 136**

**Mar 18, 2002**  
**Agency:** Department of the Treasury  
**Office:** Bureau of Engraving and Printing (BEP)  
**Location:** Office of Procurement  
 ♦ **Posted:** Mar 18, 2002 **Type:** [Synopsis](#) **Title:** 68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH SOL:BEP-01-04  
 ♦ **Posted:** Mar 18, 2002 **Type:** [Solicitation](#) **Title:** 68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH SOL:BEP-01-04  
 ♦ **Posted:** Mar 18, 2002 **Type:** [Amendment 01](#) **Title:** 68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH SOL:BEP-01-04  
 ♦ **Posted:** Mar 18, 2002 **Type:** [Amendment 02](#) **Title:** 68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH SOL:BEP-01-04

**Jun 02, 2000**  
**Agency:** Department of the Treasury  
**Office:** Bureau of the Public Debt (BPD)

**Find Business Opportunity**

**Vendors Links**  
 ▶ ARNET Home Page  
 ▶ Vendors Feedback Email  
 ▶ Vendors Notification Service  
 ▶ Vendors User Guide

**Post by Agencies**  
 ▶ All Agency Postings  
 ▶ DoD Postings

**Contact Information**  
 ▶ Email: [fb.o.support@gsa.gov](mailto:fb.o.support@gsa.gov)  
 ▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**  
 ▶ FedBizOpps Home  
 ▶ FedBizOpps Buyers

**Figure 13.3: Department of Treasury Active Postings**

All of the active postings for this agency are listed here starting with the latest posting date. Each listing provides:

- Agency, Office and Location that posted the procurement notice.
- Date Posted
- Type of notice posted (Synopsis, Modification, Solicitation, etc.)
- Classification Code
- Title
- Solicitation or Reference Number

You can also view active postings by Classification Code or Set Aside Type. Clicking on "Class Code" will display the active postings in order by classification code, while clicking on "Set Aside" will display the active postings in order by set aside type.

To view the actual posting, click on the highlighted link for the opportunity. In this case, click on the highlighted link for **"Synopsis"**.

## 13.0 Viewing Postings on FedBizOpps

The screenshot shows the 'Vendors' section of the Federal Business Opportunities website. The header includes the Department of the Treasury logo and the text 'Department of the Treasury Business Opportunities'. Below this, the office is identified as the Bureau of Engraving and Printing (BEP) and the location as the Office of Procurement. The main content area displays the solicitation number 'BEP-01-04' and the title '68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH'. A list of links is provided: 'Synopsis' (posted Nov 02, 2000), 'Solicitation' (posted Dec 25, 2000), 'Amendment 01' (posted Jan 04, 2001), and 'Amendment 02' (posted Jan 11, 2001). The 'Synopsis' link is highlighted. At the bottom, there is a button labeled 'Register to Receive Notification'.


**Figure 13.4: Listing Page**

Clicking on “Synopsis” will bring you to the listing page for this solicitation number. The listing page lists everything posted to a particular solicitation number. In this case, a synopsis, solicitation, and two amendments have been posted to this solicitation number. To view any of these postings, click on the highlighted link. It is recommended that you first view the synopsis, as this gives a basic description of the opportunity, along with point of contact information. Click on the highlighted link for “Synopsis”.

**Please Note:**

- Presolicitation Notices, Special Notices, Sources Sought Notices, Foreign Government Standards, and Sale of Surplus Property will all be listed as “Synopsis”.
- Modifications will be listed as “Modification”.
- The Combined Synopsis/Solicitation will be listed as “Combined Synopsis/Solicitation”.
- Uploaded documents will be listed as “Solicitation”, “Amendment”, or a header chosen by the contracting officer, such as “Response to Questions”.
- Modifications are used to “modify” synopses, whereas amendments are used to “amend” solicitation packages. The combined synopsis/solicitation is used when the procurement is announced and issued at the same time.

## 13.0 Viewing Postings on FedBizOpps



### 68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH

---

- [Solicitation](#) - Posted on Dec 25, 2000
- [Amendment 01](#) - Posted on Jan 04, 2001
- [Amendment 02](#) - Posted on Jan 11, 2001

---

**General Information**

|                         |                                     |
|-------------------------|-------------------------------------|
| Document Type:          | Presolicitation Notice              |
| Solicitation Number:    | BEP-01-04                           |
| Posted Date:            | Nov 02, 2000                        |
| Original Response Date: | Jan 18, 2001                        |
| Current Response Date:  | Jan 18, 2001                        |
| Original Archive Date:  |                                     |
| Current Archive Date:   |                                     |
| Classification Code:    | 68 -- Chemicals & chemical products |

**Contracting Office Address**

Department of the Treasury, Bureau of Engraving and Printing (BEP), Office of Procurement, 14th & C. Streets, S.W., Washington, DC 20228

Figure 13.5: Synopsis

**Description**

The Bureau of Engraving & Printing (BEP) has a requirement for Non-heatset Sheet-fed Intaglio Green and Black Cylinder-wipe Inks and Varnish suitable for use in printing U.S. currency by sheet-fed presses at the Bureau's facilities in Washington, D.C. an A fixed-price indefinite delivery/indefinite quantity type contract is anticipated encompassing a base period of twelve months with four (4) twelve month option periods. The combined estimated quantity in the base period for Washington, D.C. and Ft. Worth, Texas is as follows: Green Ink: 3,317,154 pounds, Black Ink: 1,653,418 pounds, and Varnish: 286,381 pounds. The estimated quantities for all Option Periods is expected to remain unchanged from that of the base period. This procurement will be negotiated and awarded according to the procedures set forth in the Federal Acquisition Regulation (FAR) Part 12. Offerors will be requested to submit a material sample with their offer for test and evaluation. The source selection decision will be based upon overall best value to the BEP, price and non-price factors considered. It is anticipated that a solicitation will be issued on or before December 4, 2000. A forty-five (45) day response time is planned. Contract award is planned for August 15, 2001. BEP is posting this announcement, as well as, the final solicitation on GSA's Federal Business Opportunities website (formally known as EPS) at <http://www.eps.gov>. Interested offerors are encouraged to register for FedBiz's electronic notification for issuance of the final solicitation, amendments and/or changes to this notice. Offerors may also provide an e-mail address to the Bureau to receive electronic notification. Questions regarding this procurement should be addressed to Larry McCain on (202) 874-0133 or e-mailed to [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov).

**Original Point of Contact**

Larry McCain, Contract Specialist, Phone (202) 874-0133, Fax (202) 874-3135, Email [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov)

Email your questions to Larry McCain at [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov)

**Current Point of Contact**

Larry McCain, Contract Specialist, Phone (202) 874-0133, Fax (202) 874-3135, Email [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov)

Email your questions to Larry McCain at [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov)

[Register to Receive Notification](#)

---

**Government-wide Numbered Notes**  
You may return to Business Opportunities at:

Figure 13.6: Synopsis



## 13.0 Viewing Postings on FedBizOpps

The “**Register to Receive Notification**” button ties into our Vendor Notification Service.

The “**Register as Interested Vendor**” button ties into our Interested Vendors Module.

There is also a link to “**Numbered Notes**”. Numbered Notes are Footnotes. The purpose of the Numbered Notes is to eliminate the unnecessary duplication of information that appears in various announcements. If a Numbered Note is included in the description of a notice, the note referred to must be read as part of the posted notice.

Postings with the header of “**Solicitation**” or “**Amendment**” indicate documents uploaded to the solicitation number. To view the uploaded document(s), click on the highlighted link for “**Solicitation**”, “**Amendment 01**”, or “**Amendment 02**”.

**68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK  
CYLINDER-WIPE INKS AND VARNISH  
BEP-01-04**

The complete result set of Active or Archived postings is available from the [Search FBO Posts](#)


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*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

*If you have any questions, please contact Larry McCain, Contract Specialist, Phone (202) 874-0133, Fax (202) 874-3135, Email [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov)*

*If you need document viewers, please try the following [Document Viewer List](#)*

---

 **Solicitation** (Posted on Dec 25, 2000)

| Description                  | Size(KB) | File Format |
|------------------------------|----------|-------------|
| <a href="#">Attachment A</a> | 183413   | pdf         |
| <a href="#">Attachment B</a> | 595020   | pdf         |
| <a href="#">Attachment C</a> | 69716    | pdf         |
| <a href="#">Attachment D</a> | 102545   | pdf         |
| <a href="#">Attachment E</a> | 37931    | pdf         |

Figure 13.7: Attachments Page

## 13.0 Viewing Postings on FedBizOpps

The screenshot displays the 'Attachments Page' for a solicitation. It features two sections for amendments, each with a table of attachments. The first section is for 'Amendment 01 (Posted on Jan 04, 2001)' and the second is for 'Amendment 02 (Posted on Jan 11, 2001)'. Each table has three columns: 'Description', 'Size(KB)', and 'File Format'. In the first table, 'Amendment 001' is 60559 KB in rtf format, and 'All Files' is 8532 KB in Zip Compression format. In the second table, 'Amendment 002' is 86409 KB in rtf format, and 'All Files' is 14502 KB in Zip Compression format. Below the second table is a button labeled 'Register to Receive Notification'. At the bottom of the page are links for '[Home]', '[SEARCH synopsis]', and '[Procurement Reference Library]', followed by a red text line stating: 'The complete result set of Active or Archived postings is available from the [Search FBO Posts](#)'.

| Description                   | Size(KB) | File Format     |
|-------------------------------|----------|-----------------|
| <a href="#">Amendment 001</a> | 60559    | rtf             |
| <a href="#">All Files</a>     | 8532     | Zip Compression |

| Description                   | Size(KB) | File Format     |
|-------------------------------|----------|-----------------|
| <a href="#">Amendment 002</a> | 86409    | rtf             |
| <a href="#">All Files</a>     | 14502    | Zip Compression |

[Register to Receive Notification](#)

[\[Home\]](#) [\[SEARCH synopsis\]](#) [\[Procurement Reference Library\]](#)

The complete result set of Active or Archived postings is available from the [Search FBO Posts](#)

**Figure 13.8: Attachments Page**

Clicking on “Solicitation”, “Amendment 01”, or “Amendment 02” will bring you to the attachments page for this solicitation number. The attachments page lists all of the documents uploaded to a particular solicitation number. Each document listing includes:

- Document Description
- File Size (This will be “N/A” if the documents are hosted on another site using the “INDEX” function)
- File Type (This will be “N/A” if the documents are hosted on another site using the “INDEX” function)
- “All Files” Zip Compression File

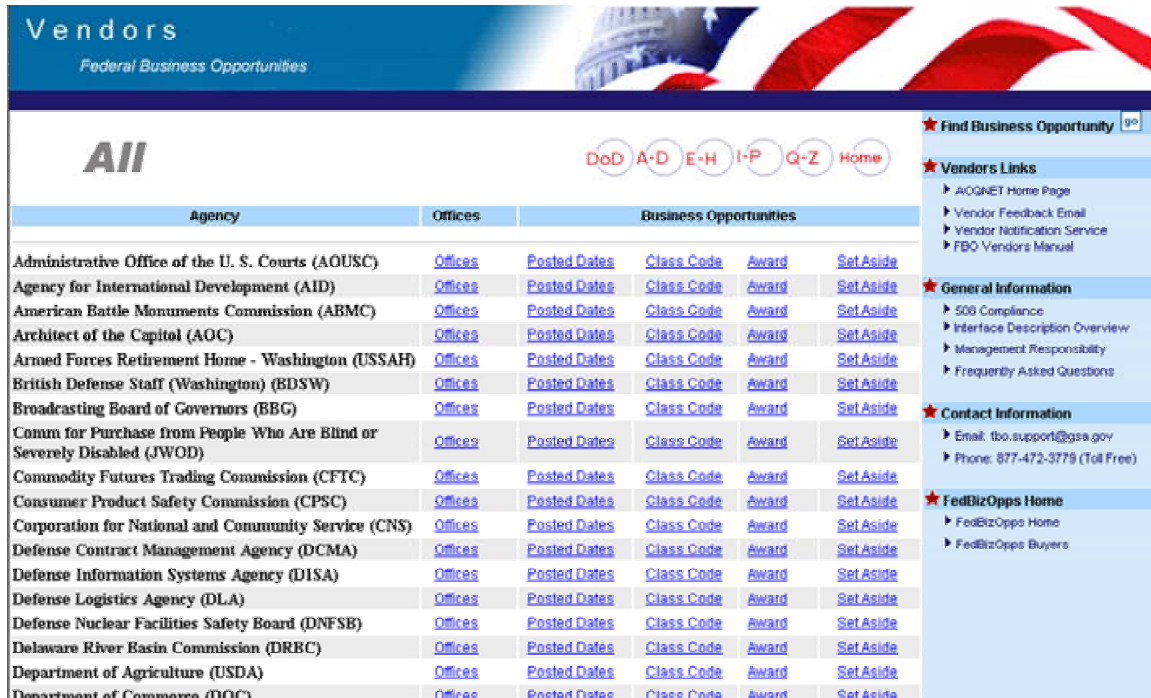
To view a particular document, click on the highlighted link in the “Description” field. You can view, download, and print these documents directly from the FedBizOpps site.

A zip compression file has also been provided. To download the zip file, click on the highlighted link for “All Files”. This is a zip compression file of all of the documents in a particular upload, that is, all of the documents listed immediately above the zip file. By clicking on “All Files” under “Solicitation”, you will download a zip compression file of the 14 files uploaded to the header “Solicitation”.

On each attachments page, there is a link to the “Document Viewer List”. If vendors find they cannot open a file because their computer does not recognize the file type, they can open the document viewer list to obtain the necessary software. Buyer’s can submit additional suggestions for the document viewer list to the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov).

## 13.0 Viewing Postings on FedBizOpps

### B. Active Awards



The screenshot shows the FedBizOpps Vendors page. At the top, there's a header with "Vendors" and "Federal Business Opportunities". Below this is a navigation bar with "All" and a search bar. A table lists various agencies with links for "Offices", "Posted Dates", "Class Code", "Award", and "Set Aside". The "Award" column is highlighted in blue for each row. To the right of the table, there are several sections: "Find Business Opportunity" with a search button, "Vendors Links" with links to AOCNET Home Page, Vendor Feedback Email, Vendor Notification Service, and FBO Vendors Manual; "General Information" with links to 508 Compliance, Interface Description Overview, Management Responsibility, and Frequently Asked Questions; "Contact Information" with email and phone details; and "FedBizOpps Home" with links to the FedBizOpps Home and FedBizOpps Buyers.

| Agency  | Offices                 | Posted Dates                 | Class Code                 | Award                 | Set Aside                 |
|---|-------------------------|------------------------------|----------------------------|-----------------------|---------------------------|
| Administrative Office of the U. S. Courts (AOUSC)                       | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Agency for International Development (AID)                              | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| American Battle Monuments Commission (ABMC)                             | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Architect of the Capitol (AOC)  | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Armed Forces Retirement Home - Washington (USSAH)                       | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| British Defense Staff (Washington) (BDSW)                               | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Broadcasting Board of Governors (BBG)                                   | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Comm for Purchase from People Who Are Blind or Severely Disabled (JWOD) | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Commodity Futures Trading Commission (CFTC)                             | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Consumer Product Safety Commission (CPSC)                               | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Corporation for National and Community Service (CNS)                    | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Defense Contract Management Agency (DCMA)                               | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Defense Information Systems Agency (DISA)                               | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Defense Logistics Agency (DLA)  | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Defense Nuclear Facilities Safety Board (DNFSB)                         | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Delaware River Basin Commission (DRBC)                                  | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Department of Agriculture (USDA)  | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |
| Department of Commerce (DOC)  | <a href="#">Offices</a> | <a href="#">Posted Dates</a> | <a href="#">Class Code</a> | <a href="#">Award</a> | <a href="#">Set Aside</a> |

Figure 13.9: Agency List

To view the active awards for a particular agency, click on "Award" next to the agency name. In this scenario, we will view the active awards for the Department of the Treasury. Click on "**Award**" next to the Department of Treasury listing.

**Please Note:** The "Award" button will only pull up active awards. Archived awards can be accessed via the Synopsis/Awards Search page as described below.

## 13.0 Viewing Postings on FedBizOpps

**Vendors**  
Federal Business Opportunities

**TREAS -**

**Synopses of Contract Awards**

[Agency Postings](#) | [Posted Date](#) | [Class code](#) | [Award](#) | [Set Aside](#)

**Recent Postings: 7**

**Feb 10, 2000**  
**Agency:** Department of the Treasury  
**Office:** Federal Law Enforcement Training Center (FLETC)  
**Location:** Administrative Division (AAD)  
**Posted:** Feb 10, 2000 **Type:** [Award](#) **Title:** TWO FULLY BAFFLED OUTDOOR FIREARMS RANGES **Award Number:** Tfc-00-A01

**Dec 29, 1999**  
**Agency:** Department of the Treasury  
**Office:** Federal Law Enforcement Training Center (FLETC)  
**Location:** Procurement Division  
**Posted:** Dec 29, 1999 **Type:** [Award](#) **Title:** REPAIR/REROOF PORTIONS OF BLDG 252, FLETC, GLYNCO, GA 31524  
**Award Number:** Tfc00-02

**Nov 03, 1999**  
**Agency:** Department of the Treasury

**Find Business Opportunity**

**Vendors Links**

- ▶ ARNET Home Page
- ▶ Vendors Feedback Email
- ▶ Vendors Notification Service
- ▶ Vendors User Guide

**Post by Agencies**

- ▶ All Agency Postings
- ▶ DoD Postings

**Contact Information**

- ▶ Email: [fbosupport@gsa.gov](mailto:fbosupport@gsa.gov)
- ▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers

Figure 13.10: Department of Treasury Active Awards

## GENERAL AVIONICS EQUIPMENT FOR P-3 AIRCRAFT

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**General Information**

Document Type: Award Notice  
 Posted Date: Oct 01, 1999  
 Original Archive Date:  
 Current Archive Date:  
 Classification Code: 16 -- Aircraft components & accessories

**Contracting Office Address**

Department of the Treasury, United States Customs Service (USCS), Procurement Division, 1300 Pennsylvania Avenue, N.W., Room 4.2-E, Washington, DC 20229

**Description**

Contract Award Date: Oct 30, 1999  
 Contract Award Number: Tc-99-047  
 Contract Award Amount: \$1,334,529.78  
 Contract Line Item Number:  
 Contractor: Rockwell Collins, Inc. Collins General Aviation Div. 400 Collins Road, NE Cedar Rapids IA 52498

**Original Point of Contact**

Ronald Venable, Contract Specialist, Phone (202) 927-1132, Fax (202) 927-1812, Email [ron.venable@customs.treas.gov](mailto:ron.venable@customs.treas.gov) - Diane Sahakian, Contract Specialist, Phone (202) 927-0642, Fax (202) 927-1190, Email [diane.sahakian@customs.treas.gov](mailto:diane.sahakian@customs.treas.gov)

Figure 13.11: Award Notice

## 13.0 Viewing Postings on FedBizOpps

The FedBizOpps system includes an extensive search capability.



Figure 13.12: FedBizOpps Home Page

To utilize the search page, click on **“MAIN”** from your buyer account, then **“Find Business Opportunity”**. From the FedBizOpps home page at [www.fedbizopps.gov](http://www.fedbizopps.gov), click on **“Go”** next to **“Find Business Opportunity”**.

## 13.0 Viewing Postings on FedBizOpps

### FBO Synopsis/Awards Search

**NOTE:** The Federal contracting professionals identified as "points of contact" are responsible for responding to all questions about the content of any synopsis.

- On some browsers, it may be necessary to hold down the **CONTROL**, **APPLE**, or **SHIFT** key to select multiple items
- The following wildcard characters may be used in the search text field:  
use '\*' to replace 1 or more characters  
use '?' to replace any 1 character
- For an NAICS code search use the valid six-digit NAICS code as a keyword in the full text search window. Examples of valid NAICS code search variations are **233220**, **233\*\*\*** (grouped search), **233220 OR 234990** (multiple search).

**Full Text Search:**

**Documents To Search:**

☒ Active Documents ☐ Archived Documents

**Search for:**

☒ Synopses ☐ Awards

**Search by Solicitation / Award Number:**

**Dates to Search:**

All Days

Last 3 Days

Figure 13.13: Synopsis/Award Search Page

**Search by Place of Performance Zip Code:**

**Search by Set-Aside Code:**

All Codes

1 - N/A

2 - Total HBCU

3 - Total Small Business

4 - Total Small Disadvantage Business

**Search by Procurement Classification Code:**

All Codes

10 - Weapons

11 - Nuclear ordnance

12 - Fire control equipment

13 - Ammunition & explosives

[Additional information on Classification Codes](#)

**Search by Agency:**

All Agencies

Administrative Office of the U. S. Courts

Agency for International Development

American Battle Monuments Commission

Architect of the Capitol

Show Offices for Selected Agencies

Start Search

Clear Form

Figure 13.14: Synopsis/Award Search Page

## 13.0 Viewing Postings on FedBizOpps

The search page allows you to search by ONE or MORE of the following search criteria:

- Keyword Search
- Active or Archived Documents
- Synopses or Awards
- Solicitation or Award Number
- Date
- Set-Aside Code
- Procurement Classification Code
- Agency/Office/Location

The following wildcard characters may be used when using the search capability:

Use "\*" to replace one or more characters;

Use "?" to replace any one character.

### A. Full Text Search Field

The Full Text Search field supports keyword searches and boolean search strings using AND, OR, and parenthetical grouping.

To search for notices including the word "maintenance", enter **"maintenance"** into the full text search field.

**Please Note:** You can enter keywords without quotation marks, but the search results may contain a broader range of information. Without quotation marks surrounding the keyword, the full text search field will look for root words of the word entered, as well as the word you entered. If you are looking specifically for the word "maintenance", we recommend that you enter the keyword with quotation marks.

To search for notices including the words "information technology", enter **"information technology"** or **"information" AND "technology"** into the full text search field.

To search for notices including the words "transportation" or "railroad", enter **"transportation" OR "railroad"** into the full text search field.

To search for "information technology" or "transportation", enter **"information technology" OR "transportation"** into the full text search field.

### B. Documents to Search

You can search the active or archived documents database. Generally, active documents are those procurement opportunities that are still "active", whereas archived documents are those that are no longer active.

The notice may be unarchived in the event that the response date has changed and/or new information needs to be posted to the notice.

### C. Synopses or Awards

You can search for synopses or awards by selecting the appropriate radio button.

### D. Solicitation or Award Number

You can search by complete or partial solicitation or award number.

## 13. 0 Viewing Postings on FedBizOpps

### E. Dates to Search

You can search by date periods. A timeframe ranging from the “last 3 days” to “8 weeks” can be specified. If searching for more than 8 days of postings, the default, “all days”, should be used.

### F. Place of Performance Zip Code

You can choose to search by place of performance zip code. Examples of valid zip code search variations are **22000** and **22\*** (grouped search).

**Please Note:** To search for notices in state or geographic areas, we recommend using the full text search field. To search for opportunities in Virginia regarding transportation, a valid search entry in the full text search field would be **“transportation” AND “Virginia”**.

### G. Set-Aside Code

You can choose to search by a particular set-aside code, or by multiple set-aside codes. To select multiple set-aside codes, click on a set-aside code to highlight and select it, then press the “Ctrl” key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple set-aside codes, please make sure that the “All Codes” selection is not highlighted.

### H. Procurement Classification Code

The FedBizOpps system uses Federal Supply Classification codes.

You can choose to search by a particular classification code, or by multiple classification codes. To select multiple classification codes, click on a classification code to highlight and select it, then press the “Ctrl” key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple classification codes, please make sure that the “All Codes” selection is not highlighted.

Additional information on Federal Supply Classification codes can be found at the following site:

<http://www.thertg.com/secrc/fsc-codes/fsc.html>

**Please Note:** Searches for NAICS codes should be completed using the full text search field. For an NAICS code search, use the valid six-digit NAICS code as a keyword in the full text search window. Examples of valid NAICS code search variations are **233220**, **233\*\*\*** (grouped search), **233220 OR 234990** (multiple search).

### I. Agency

You can choose to search by a particular agency, or by multiple agencies. To select multiple agencies, click on an agency to highlight and select it, then press the “Ctrl” key on your keyboard and hold it down while clicking on each additional selection. When selecting multiple agencies, please make sure that the “All Agencies” selection is not highlighted.

You can also search by a particular agency’s office, or location. To search by a particular office within an agency, **highlight the agency** and click on **“Show Offices for Selected Agency”**.



## 13.0 Viewing Postings on FedBizOpps

The screenshot displays the FedBizOpps search interface with the following sections:

- Search by Place of Performance Zip Code:** A text input field.
- Search by Set-Aside Code:** A dropdown menu with the following options:
  - All Codes
  - 1 - N/A
  - 2 - Total HBCU
  - 3 - Total Small Business
  - 4 - Total Small Disadvantage Business
- Search by Procurement Classification Code:** A dropdown menu with the following options:
  - All Codes
  - 10 - Weapons
  - 11 - Nuclear ordnance
  - 12 - Fire control equipment
  - 13 - Ammunition & explosives
- [Additional information on Classification Codes](#)
- Search by Agency:** A dropdown menu with the following options:
  - Department of the Navy
  - Department of the Treasury
  - Department of Transportation
  - Department of Veterans' Affairs
  - District of Columbia Government
- Show Offices for Selected Agencies** button
- Start Search** and **Clear Form** buttons

**Figure 13.15: Search by Agency**

This will give you a list of offices within that agency. Please note that you can only specify an office search within one agency. This capability will not allow you to search for postings by particular offices within multiple agencies.

You can drill your search down further by selecting a specific location within an office. To search by a particular location within an office, **highlight the office** and click on **"Show Locations for Selected Office"**.

## 13.0 Viewing Postings on FedBizOpps

**Search by Procurement Classification Code:**

All Codes  
10 – Weapons  
11 – Nuclear ordnance  
12 – Fire control equipment  
13 – Ammunition & explosives

[Additional information on Classification Codes](#)

**Search by Agency:**

Department of the Navy  
Department of the Treasury  
Department of Transportation  
Department of Veterans' Affairs  
District of Columbia Government

**Search by Office:**

All Offices  
Bureau of Alcohol, Tobacco and Firearms (ATF)  
Bureau of Engraving and Printing (BEP)  
Bureau of the Public Debt (BPD)  
Comptroller of the Currency (OCC)

Show Locations for Selected Offices

Start Search Clear Form

Figure 13.16: Search by Agency/Office

This will give you a list of locations within that office. Please note that you can only specify a location search within one office. This capability will not allow you to search for postings by particular locations within multiple offices.

[FORWARD TO SEARCH RESULTS PAGE](#)

**Search by Agency:**

Department of the Interior  
Department of the Navy  
Department of the Treasury  
Department of Transportation  
Department of Veterans' Affairs

**Search by Office:**

All Offices  
Bureau of Alcohol, Tobacco and Firearms (ATF)  
Bureau of Engraving and Printing (BEP)  
Bureau of the Public Debt (BPD)  
Comptroller of the Currency (OCC)

**Search by Location:**

All Locations  
Office of Procurement

Start Search Clear Form

Figure 13.17: Search by Agency/Office/Location

## 13.0 Viewing Postings on FedBizOpps

Once you have filled in the appropriate criteria, click on “Start Search” to execute the search.

The screenshot shows the FedBizOpps website interface. At the top, there's a header with "Vendors" and "Federal Business Opportunities". Below this, the "TREAS -" section is highlighted. The main content area is titled "Synopsis and Solicitation Grouped by Posted Date" and includes a sub-header "Agency Postings | Posted Date | Class code | Award | Set Aside". A "Recent Postings: 136" section is visible. The first posting is dated "Mar 18, 2002" and is from the "Agency: Department of the Treasury, Office: Bureau of Engraving and Printing (BEP), Location: Office of Procurement". It lists four postings, all dated "Mar 18, 2002", with titles starting with "NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH SOL:BEP-01-04". The first two are "Synopsis" and "Solicitation" types, and the next two are "Amendment 01" and "Amendment 02" types. The second posting is dated "Jun 02, 2000" and is from the "Agency: Department of the Treasury, Office: Bureau of the Public Debt (BPD)". On the right side, there's a sidebar with links for "Find Business Opportunity", "Vendors Links", "Post by Agencies", "Contact Information", and "FedBizOpps Home".

**Vendors**  
Federal Business Opportunities

**TREAS -**

**Synopsis and Solicitation Grouped by Posted Date**

[Agency Postings](#) | [Posted Date](#) | [Class code](#) | [Award](#) | [Set Aside](#)

**Recent Postings: 136**

**Mar 18, 2002**  
**Agency:** Department of the Treasury  
**Office:** Bureau of Engraving and Printing (BEP)  
**Location:** Office of Procurement

♦ **Posted:** Mar 18, 2002 **Type:** [Synopsis](#) **Title:** 68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH SOL:BEP-01-04

♦ **Posted:** Mar 18, 2002 **Type:** [Solicitation](#) **Title:** 68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH SOL:BEP-01-04

♦ **Posted:** Mar 18, 2002 **Type:** [Amendment 01](#) **Title:** 68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH SOL:BEP-01-04

♦ **Posted:** Mar 18, 2002 **Type:** [Amendment 02](#) **Title:** 68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH SOL:BEP-01-04

**Jun 02, 2000**  
**Agency:** Department of the Treasury  
**Office:** Bureau of the Public Debt (BPD)

**Find Business Opportunity**

**Vendors Links**

- ▶ ARNET Home Page
- ▶ Vendors Feedback Email
- ▶ Vendors Notification Service
- ▶ Vendors User Guide

**Post by Agencies**

- ▶ All Agency Postings
- ▶ DoD Postings

**Contact Information**

- ▶ Email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)
- ▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers

Figure 13.18: Search Results Page

To view the actual posting, click on the highlighted link for the opportunity. In this case, click on the highlighted link for “Synopsis”.

## 13. 0 Viewing Postings on FedBizOpps




**Figure 13.19: Listing Page**

Clicking on "Synopsis" will bring you to the listing page for this solicitation number. The listing page lists everything posted to a particular solicitation number. In this case, a synopsis, solicitation, and two amendments have been posted to this solicitation number. To view any of these postings, click on the highlighted link. It is recommend that you first view the synopsis, as this gives a basic description of the opportunity, along with point of contact information. Click on the highlighted link for "Synopsis".

**Please Note:**

- Presolicitation Notices, Special Notices, Sources Sought Notices, Foreign Government Standards, and Sale of Surplus Property will all be listed as "Synopsis".
- Modifications will be listed as "Modification".
- The Combined Synopsis/Solicitation will be listed as "Combine Synopsis/Solicitation".
- Uploaded documents will be listed as "Solicitation", "Amendment", or a header chosen by the contracting officer, such as "Response to Questions".
- Modifications are used to "modify" synopses, whereas amendments are used to "amend" solicitation packages. The combined synopsis/solicitation is used when the procurement is announced and issued at the same time.



## 68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH

---

- [Solicitation](#) - Posted on Dec 25, 2000
- [Amendment 01](#) - Posted on Jan 04, 2001
- [Amendment 02](#) - Posted on Jan 11, 2001

---

**General Information**

|                         |                                     |
|-------------------------|-------------------------------------|
| Document Type:          | Presolicitation Notice              |
| Solicitation Number:    | BEP-01-04                           |
| Posted Date:            | Nov 02, 2000                        |
| Original Response Date: | Jan 18, 2001                        |
| Current Response Date:  | Jan 18, 2001                        |
| Original Archive Date:  |                                     |
| Current Archive Date:   |                                     |
| Classification Code:    | 68 -- Chemicals & chemical products |

**Contracting Office Address**

Department of the Treasury, Bureau of Engraving and Printing (BEP), Office of Procurement, 14th & C. Streets, S.W., Washington, DC 20228

Figure 13.20: Synopsis

**Description**

The Bureau of Engraving & Printing (BEP) has a requirement for Non-heatset Sheet-fed Intaglio Green and Black Cylinder-wipe Inks and Varnish suitable for use in printing U.S. currency by sheet-fed presses at the Bureau's facilities in Washington, D.C. an A fixed-price indefinite delivery/indefinite quantity type contract is anticipated encompassing a base period of twelve months with four (4) twelve month option periods. The combined estimated quantity in the base period for Washington, D.C. and Ft. Worth, Texas is as follows: Green Ink: 3,317,154 pounds, Black Ink: 1,653,418 pounds, and Varnish: 286,381 pounds. The estimated quantities for all Option Periods is expected to remain unchanged from that of the base period. This procurement will be negotiated and awarded according to the procedures set forth in the Federal Acquisition Regulation (FAR) Part 12. Offerors will be requested to submit a material sample with their offer for test and evaluation. The source selection decision will be based upon overall best value to the BEP, price and non-price factors considered. It is anticipated that a solicitation will be issued on or before December 4, 2000. A forty-five (45) day response time is planned. Contract award is planned for August 15, 2001. BEP is posting this announcement, as well as, the final solicitation on GSA's Federal Business Opportunities website (formally known as EPS) at <http://www.eps.gov>. Interested offerors are encouraged to register for FedBiz's electronic notification for issuance of the final solicitation, amendments and/or changes to this notice. Offerors may also provide an e-mail address to the Bureau to receive electronic notification. Questions regarding this procurement should be addressed to Larry McCain on (202) 874-0133 or e-mailed to [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov).

**Original Point of Contact**

Larry McCain, Contract Specialist, Phone (202) 874-0133, Fax (202) 874-3135, Email [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov)

Email your questions to Larry McCain at [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov)

**Current Point of Contact**

Larry McCain, Contract Specialist, Phone (202) 874-0133, Fax (202) 874-3135, Email [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov)

Email your questions to Larry McCain at [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov)

Register to Receive Notification

---

**Government-wide Numbered Notes**  
 You may return to Business Opportunities at:

Figure 13.21: Synopsis

## 13.0 Viewing Postings on FedBizOpps

The “**Register to Receive Notification**” button ties into our Vendor Notification Service.

The “**Register as Interested Vendor**” button ties into our Interested Vendors Module.

There is also a link to “**Numbered Notes**”. Numbered Notes are Footnotes. The purpose of the Numbered Notes is to eliminate the unnecessary duplication of information that appears in various announcements. If a Numbered Note is included in the description of a notice, the note referred to must be read as part of the posted notice.

Postings with the header of “**Solicitation**” or “**Amendment**” indicate documents uploaded to the solicitation number. To view the uploaded document(s), click on the highlighted link for “**Solicitation**”, “**Amendment 01**”, or “**Amendment 02**”.

The screenshot shows the attachments page for a specific solicitation. At the top, the title "68 -- NON-HEATSET SHEET-FED INTAGLIO GREEN AND BLACK CYLINDER-WIPE INKS AND VARNISH BEP-01-04" is displayed. Below the title, a red text line states: "The complete result set of Active or Archived postings is available from the [Search FBO Posts](#)". A horizontal line separates this from a disclaimer: "Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document." Below the disclaimer, contact information for Larry McCain is provided: "If you have any questions, please contact Larry McCain, Contract Specialist, Phone (202) 874-0133, Fax (202) 874-3135, Email [larry.mccain@bep.treas.gov](mailto:larry.mccain@bep.treas.gov)". Another horizontal line follows, with a link to document viewers: "If you need document viewers, please try the following [Document Viewer List](#)". Below this, a green globe icon is next to the text "Solicitation (Posted on Dec 25, 2000)". A table with three columns: "Description", "Size(KB)", and "File Format" lists five attachments. Each attachment name is a blue, underlined link.

| Description                  | Size(KB) | File Format |
|------------------------------|----------|-------------|
| <a href="#">Attachment A</a> | 183413   | pdf         |
| <a href="#">Attachment B</a> | 595020   | pdf         |
| <a href="#">Attachment C</a> | 69716    | pdf         |
| <a href="#">Attachment D</a> | 102545   | pdf         |
| <a href="#">Attachment E</a> | 37931    | pdf         |

Figure 13.22: Attachments Page

Clicking on “Solicitation”, “Amendment 01”, or “Amendment 02” will bring you to the attachments page for this solicitation number. The attachments page lists all of the documents uploaded to a particular solicitation number. Each document listing includes:

- Document Description
- File Size (This will be “N/A” if the documents are hosted on another site using the “INDEX” function)
- File Type (This will be “N/A” if the documents are hosted on another site using the “INDEX” function)
- “All Files” Zip Compression File

To view a particular document, click on the highlighted link in the “Description” field. You can view, download, and print these documents directly from the FedBizOpps site.

## 13. 0 Viewing Postings on FedBizOpps

A zip compression file has also been provided. To download the zip file, click on the highlighted link for “All Files”. This is a zip compression file of all of the documents in a particular upload, that is, all of the documents listed immediately above the zip file. By clicking on “All Files” under “Solicitation”, you will download a zip compression file of the 14 files uploaded to the header “Solicitation”.

On each attachments page, there is a link to the “Document Viewer List”. If vendors find they cannot open a file because their computer does not recognize the file type, they can open the document viewer list to obtain the necessary software. Buyer’s can submit additional suggestions for the document viewer list to the FedBizOpps Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov).

## 14.0 FBO Administration (Restricted Use)

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## 14.0 FBO Administration (Restricted Use)

### Introduction

FedBizOpps (FBO) is designed as a hierarchical system with three levels of organization:

- Agency (e.g. General Services Administration)
- Office (e.g. Federal Supply Service)
- Location (e.g. Acquisition Management Center)

The highest organizational entity is an Agency, whereas the lowest is a Location.

Each level of organization has associated FedBizOpps User roles to handle FedBizOpps administration at that level. Administrators are responsible for editing and maintaining the Agency, Office or Location hierarchy, as well as creating, editing and maintaining user accounts. An "Agency Administrator" is responsible for establishing the Agency/Office/Location hierarchy on FedBizOpps, as well as designating Office and Location Administrators to edit and maintain their respective Offices and Locations.

**Please Note:** The FedBizOpps Support Team is responsible for setting up the initial Agency, Office and Location, as well as the Agency Administrator's User account. Any subsequent Offices, Locations or User accounts are the responsibility of the Agency Administrator, or their designee.

To log into your FedBizOpps account, go to [www.fedbizopps.gov](http://www.fedbizopps.gov).



Figure 14.1: FedBizOpps Demo Home Page

Click on "FedBizOpps Buyers".

## 14.0 FBO Administration (Restricted Use)

**Buyers**  
Federal Business Opportunities

**Note**  
Federal contracting professionals are solely responsible for the content of any synopsis submitted. The FBO staff will make no changes or corrections to synopsis content.

**Buyers Links**  
▶ ARNET Home Page  
▶ Registration Form for Federal Users  
▶ Demo FBO  
▶ FBO Buyers Manual  
▶ FBO Buyers Manual (Download)  
▶ Numbered Notes

**General Information**  
▶ Section 508 Vendor Notice  
▶ Interface Description  
▶ Management Responsibility  
▶ Frequently Asked Questions

**Find Business Opportunity**

**FedBizOpps News**  
▶ What's New?  
▶ 508 Compliance

**Privacy and Security Statement**  
▶ Privacy and Security Statement

**Contact Information**  
▶ Email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)  
▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**  
▶ FedBizOpps Home  
▶ FedBizOpps Vendors

**Notice of Section 508 Compliance:** Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

Figure14.2: FedBizOpps Demo - Buyers

Once you click on “FedBizOpps Buyers”, the main buyer screen will appear listing your username, as well as your Agency, Office and Location information.

MAIN CREATE EDIT INV UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT

TEST ORG  
TEST OFF  
TESTLOC  
User: John Smith

Figure 14.3: Main Buyer Screen

To access the Administration Module of FedBizOpps, click on “**ADMIN**”.

## 14.0 FBO Administration (Restricted Use)

### 14.1 Agency Administration



Figure 14.4: Main Buyer Screen

If you have been designated as an “Agency Administrator”, you will see the following screen once you have clicked on “ADMIN”:



Figure 14.5: Agency Administration Menu

In order to create, edit or delete Offices or Locations within an Agency, you would click on “Maintain Agency”.

In order to create, edit or delete User Accounts within an Agency, you would click on “Maintain Users/POCs”.

**Please Note:**

- The FedBizOpps Support Team is responsible for setting up the initial Agency, Office and Location, as well as the Agency Administrator’s User account. Any subsequent Offices, Locations or User accounts are the responsibility of the Agency Administrator, or their designee.
- If your status as the Agency Administrator changes (extended leave, TDY, replacement), please notify the Help Desk at 877-472-3779 or [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov), so that we can make the necessary changes to our Agency contact information.

## 14.0 FBO Administration (Restricted Use)

### 14.1.1 Maintain Agency



Figure 14.6: Agency Administration Menu

To create, edit or delete Offices or Locations within an Agency, click on “Maintain Agency”.



Figure 14.7: Office Administration

The “Office Administration” screen lists all of the Offices that have been set up within an Agency on FedBizOpps. You can:

- Edit or delete an existing Office.
- Create a new Office.
- Create a new Location.
- Edit or delete an existing Location.

You can click on the “Back” button to return to the “Agency Administration Menu”.

## 14.0 FBO Administration (Restricted Use)

### 14.1.1.1 Editing or Deleting an Office

The screenshot shows the 'Office Administration' page. At the top, there are three buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. Below them is the title 'Office Administration'. A table titled 'TEST ORG' lists three offices: 'TEST OFF', 'Test Office Two', and 'TEST OFFICE THREE'. Each office has links for 'Locations', 'Edit', and 'Delete'. Below the table is a note: 'Note: Offices having posted (EPS) Synopses cannot be deleted.' At the bottom, there are two buttons: '<<< Back' and 'Create New Office'.

| TEST ORG          |   |
|-------------------|---|
| Name              | Actions   |
| TEST OFF          | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Test Office Two   | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| TEST OFFICE THREE | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |

*Note: Offices having posted (EPS) Synopses cannot be deleted.*

<<< Back      Create New Office

Figure 14.8: Office Administration

In order to edit the Office listing, you will need to click on "Edit" next to the name of the Office.

The screenshot shows the 'Office Administration' page with the 'Edit' button clicked. The form displays the following information: Agency: TEST ORG, Office Name: Test Office Two, Office Code: TO2, and Password Reminder: Administrator Information. At the bottom, there are three buttons: 'Back', 'Save', and 'Cancel'.

|                    |                           |
|--------------------|---------------------------|
| Agency:            | TEST ORG                  |
| Office Name:       | Test Office Two           |
| Office Code:       | TO2                       |
| Password Reminder: | Administrator Information |

Back      Save      Cancel

Figure 14.9: Editing an Office Listing

The only information you can edit is the "Office Name". To edit the Office Name, type over the name and click "Save". If you would like to return to the "Office Administration" screen, click on the "Back" or "Cancel" buttons.

**Please Note:** Only alphabetic characters, parentheses, and a space between words are allowed in the "Office Name" field.

## 14.0 FBO Administration (Restricted Use)



The screenshot shows the 'Office Administration' page. At the top, there are three buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. The main heading is 'Office Administration'. Below it is a table titled 'TEST ORG' with two columns: 'Name' and 'Actions'. The table lists three offices: 'TEST OFF', 'Test Office Two', and 'TEST OFFICE THREE'. Each office has three links in the 'Actions' column: 'Locations', 'Edit', and 'Delete'. Below the table, there is a note: 'Note: Offices having posted (EPS) Synopses cannot be deleted.' At the bottom, there are two buttons: '<<< Back' and 'Create New Office'.

| TEST ORG          |   |
|-------------------|---|
| Name              | Actions   |
| TEST OFF          | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Test Office Two   | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| TEST OFFICE THREE | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |

*Note: Offices having posted (EPS) Synopses cannot be deleted.*

<<< Back      Create New Office

**Figure 14.10: Office Administration**

You can also delete an Office. In order to delete an Office, the "Delete" field next to the Office Name must be highlighted. You can only delete an Office if the Locations within that Office have not posted notices on FedBizOpps. If the "Delete" field is highlighted, then no Locations in that Office have notices posted on FedBizOpps and you can delete the Office. If the "Delete" field is not highlighted, then Locations in that Office have posted and you will not be able to delete the Office.

**Please Note:** If you delete an Office, all Users accounts assigned to Locations within that Office will also be deleted. You should change the Locations for all User accounts prior to deleting the Office.

Click on "Cancel" to return to the Office Administration screen, or click on "Delete" to delete the Office.



The screenshot shows the 'Office Delete Confirmation' page. At the top, there are three buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. The main heading is 'Office Delete Confirmation'. Below it, the text reads: 'You have requested the deletion of the following Office. Please confirm that you wish to delete this Office.' Below this text, it says: 'Agency: TEST ORG' and 'Office: Test Office XYZ'. At the bottom, there are two buttons: 'Delete' and 'Cancel'.

**Office Delete Confirmation**

You have requested the deletion of the following Office.  
Please confirm that you wish to delete this Office.

Agency: TEST ORG  
Office: Test Office XYZ

Delete      Cancel

**Figure 14.11: Deleting an Office Listing**

You will receive a confirmation screen to verify the deletion of the Office from FedBizOpps. Click on "Cancel" to cancel deletion of the Office, or click on "Delete" to delete the Office.

## 14.0 FBO Administration (Restricted Use)

### 14.1.1.2 Creating a New Office

The screenshot shows the 'Office Administration' interface. At the top, there are navigation buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. Below the title 'Office Administration', there is a table titled 'TEST ORG'.

| Name              | Actions   |
|-------------------|---|
| TEST OFF          | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Test Office Two   | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| TEST OFFICE THREE | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |

Below the table, a note states: *Note: Offices having posted (BFS) Synopses cannot be deleted.*

At the bottom, there are two buttons: '<<< Back' and 'Create New Office'.

Figure 14.12: Office Administration

In order to create a new Office within an Agency, you will need to click on "Create New Office".

The screenshot shows the 'Create New Office' form. At the top, there are navigation buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. Below the title 'Office Administration', there is a form with the following fields:

- Agency: TEST ORG
- Office Name: Test Office XYZ
- Office Code: T0XYZ
- Password Reminder: Administrator Information

At the bottom, there are three buttons: 'Back', 'Save', and 'Cancel'.

Figure 14.13: Creating a New Office

If you would like to return to the "Office Administration" screen, click on the "Back" or "Cancel" buttons. Otherwise, enter the Office Name and Office Code. You also need to designate whether you would like your Users to be able to retrieve their passwords by email or administrator options. In the "Password Reminder" field, use the drop down box to select "Email Reminder" or "Administrator Information". The "Email Reminder" option will allow Users to use the "Forgot your password" link discussed in the "Maintain Users/POCs" section of this manual. The "Administrator Information" option will provide Users with a list of Administrators for their Agency who can assist them. Once you have filled in the fields, click on "**Save**".

**Please Note:**

- Only alphabetic characters, parentheses, and a space between words are allowed in the "Office Name" field, and only alphanumeric characters are allowed in the "Office Code" field.

## 14.0 FBO Administration (Restricted Use)

- The Office Code must be unique. You cannot use the same Office Code for multiple Offices within an Agency. The system will not prompt you when duplicate codes are entered, so please be careful to note the other Office Codes within that Agency. If you use the same Office Code for multiple Offices, your postings may show up under the incorrect Agency/Office/Location designation on FedBizOpps.



The screenshot shows the 'Office Administration' screen. At the top, there are three buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. Below them is the title 'Office Administration'. A table titled 'TEST ORG' contains three rows of office information. Each row has a 'Name' column and an 'Actions' column with links for 'Locations', 'Edit', and 'Delete'. A note below the table states: 'Note: Offices having posted (BPS) Synopses cannot be deleted.' At the bottom, there are two buttons: '<<< Back' and 'Create New Office'.

| TEST ORG          |   |
|-------------------|---|
| Name              | Actions   |
| TEST OFF          | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Test Office Two   | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| TEST OFFICE THREE | <a href="#">Locations</a> <a href="#">Edit</a> <a href="#">Delete</a> |


*Note: Offices having posted (BPS) Synopses cannot be deleted.*

<<< Back      Create New Office

Figure 14.14: Office Administration Screen

### 14.1.1.3 Creating a New Location

Once an Office has been setup on FedBizOpps, Locations will need to be set up in the Office in order to post notices. To create a new Location, click on "Locations".



The screenshot shows the 'Location Administration' screen. At the top, there are three buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. Below them is the title 'Location Administration'. The text 'No Locations Found' is displayed. A note below it states: 'Note: Locations having posted (BPS) Synopses cannot be deleted.' At the bottom, there are two buttons: '<<< Back' and 'Create New Location'.

**No Locations Found**

*Note: Locations having posted (BPS) Synopses cannot be deleted.*

<<< Back      Create New Location

Figure 14.15: Creating a New Location

As there are no Locations in this Office, you will need to set up a Location by clicking on "Create New Location".



## 14.0 FBO Administration (Restricted Use)

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

### Location Administration

|                         |  |
|-------------------------|--|
| Agency:                 | TEST ORG   |
| Office:                 | Test Office Two  |
| Office Code:            | TO2  |
| Location Name:          | <input type="text" value="Test Location One"/>                     |
| Location Code:          | <input type="text" value="TL1"/>                                   |
| Address1:               | <input type="text" value="test"/>                                  |
| Address2:               | <input type="text" value="test"/>                                  |
| City:                   | <input type="text" value="test"/>                                  |
| State:                  | <input type="text" value="In"/>                                    |
| Zip:                    | <input type="text" value="test"/>                                  |
| * FBO Account Number:   | <input type="text" value="235610976"/>                             |
| * FBO Password:         | <input type="text" value="ersatz"/>                                |
| Password Reminder:      | Administrator Information  |
| Deployment Location(s): | <div style="border: 1px solid black; padding: 2px;">EPS_MAIN</div> |

**Figure 14.16: New Location Form**

The Agency Name, Office Name, and Office Code are generated by the system. You will need to fill in the Location Name, Location Code, Address, FBO Account Number and Password, and deploy the Location.

To deploy the location, highlight "EPS\_MAIN" in the "Deployment Location(s)" field. If you do not deploy the Location, the Location will not be displayed in the Agency/Office/Location lists discussion in Section 13.1 of this manual.

The following restrictions apply to the information fields:

|                            |   |
|----------------------------|---|
| <b>Location Name:</b>      | Only alphanumeric characters, parentheses, and a space between words.   |
| <b>Location Code:</b>      | Only alphanumeric characters with no space between them. Once information is entered in this field and saved, it cannot be changed. |
| <b>Address1:</b>           | Only alphanumeric characters, punctuation marks, parentheses, and a space between words.  |
| <b>Address2:</b>           | Optional, only alphanumeric characters, punctuation marks, parentheses, and a space between words.                                  |
| <b>City:</b>               | Only alphabetic characters, and a space between words.  |
| <b>State:</b>              | Only two alphabetic characters with no space between them.  |
| <b>Zip:</b>                | Only numbers and dashes, and a space between them   |
| <b>FBO Account Number:</b> | Only alphanumeric characters with no space between them.  |
| <b>FBO Password:</b>       | Alphabetic characters, punctuation marks, pound signs, and astericks with no space between them.                                    |

## 14.0 FBO Administration (Restricted Use)

### Please Note:

- Administrators should take extreme care to ensure that the above information is accurate. When a User posts a document to FedBizOpps, this information will be extracted from the Agency/Office/Location profile and will be displayed in the notice.
- The Location Code must be unique. You cannot use the same Location Code for multiple Locations within an Office. The system will not prompt you when duplicate codes are entered, so please be careful to note the other Location Codes within that Office. If you use the same Location Code for multiple Locations, your postings may show up under the incorrect Agency/Office/Location designation on FedBizOpps.
- The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

Once you have filled in the appropriate fields, click on **"Save"**. The new Location listing will display in the "Location Administration" screen.

The screenshot shows the "Location Administration" interface. At the top, there are three buttons: "MAIN", "PROFILE", and "LOGOUT". Below them is the title "Location Administration". A table titled "TEST ORG - Test Office Two" contains one row for "Test Location One". The table has columns for Name, Address1, Address2, City, State, Zip, FBO Acct, and Actions. The Actions column contains links for "Edit" and "Delete". Below the table is a note: "Note: Locations having posted (BPS) Synopses cannot be deleted." At the bottom, there are two buttons: "<<< Back" and "Create New Location".

| Name              | Address1 | Address2 | City | State | Zip  | FBO Acct  | Actions                                     |
|-------------------|----------|----------|------|-------|------|-----------|---|
| Test Location One | test     | test     | test | tn    | test | 235610976 | <a href="#">Edit</a> <a href="#">Delete</a> |

Note: Locations having posted (BPS) Synopses cannot be deleted.

<<< Back      Create New Location

Figure 14.17: New Location Listing

### 14.1.1.4 Editing or Deleting Location Information

The screenshot shows the "Location Administration" interface. At the top, there are three buttons: "MAIN", "PROFILE", and "LOGOUT". Below them is the title "Location Administration". A table titled "TEST ORG - Test Office XYZ" contains one row for "Test Location XYZ". The table has columns for Name, Address1, Address2, City, State, Zip, FBO Acct, and Actions. The Actions column contains links for "Edit" and "Delete". Below the table is a note: "Note: Locations having posted (BPS) Synopses cannot be deleted." At the bottom, there are two buttons: "<<< Back" and "Create New Location".

| Name              | Address1        | Address2 | City       | State | Zip   | FBO Acct | Actions                                     |
|-------------------|-----------------|----------|------------|-------|-------|----------|---|
| Test Location XYZ | 123 Main Street |          | Washington | DC    | 20000 | Test123  | <a href="#">Edit</a> <a href="#">Delete</a> |

Note: Locations having posted (BPS) Synopses cannot be deleted.

<<< Back      Create New Location

Figure 14.18: Location Administration

## 14.0 FBO Administration (Restricted Use)

In order to edit the Location listing, you will need to click on "Edit" next to the name of the Location.

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

### Location Administration

|                         |   |
|-------------------------|---|
| Agency:                 | TEST ORG  |
| Office:                 | Test Office XYZ   |
| Office Code:            | TOXYZ   |
| Location Name:          | <input type="text" value="Test Location XYZ"/>  |
| Location Code:          | <input type="text" value="TLXYZ"/>  |
| Address1:               | <input type="text" value="123 Main Street"/>  |
| Address2:               | <input type="text"/>  |
| City:                   | <input type="text" value="Washington"/>   |
| State:                  | <input type="text" value="DC"/>   |
| Zip:                    | <input type="text" value="20000"/>  |
| * FBO Account Number:   | <input type="text" value="Test123"/>  |
| * FBO Password:         | <input type="text" value="re*ise"/>   |
| Password Reminder:      | Administrator Information   |
| Deployment Location(s): | <div style="border: 1px solid black; padding: 2px; display: inline-block;">EPS MAIN</div> |

**Figure 14.19: Editing a Location Listing**

You can edit:

- Location Name
- Address
- FBO Account Number/Password

The following restrictions apply to the information fields:

|                            |  |
|----------------------------|--|
| <b>Location Name:</b>      | Only alphanumeric characters, parentheses, and a space between words.                              |
| <b>Address1:</b>           | Only alphanumeric characters, punctuation marks, parentheses, and a space between words.           |
| <b>Address2:</b>           | Optional, only alphanumeric characters, punctuation marks, parentheses, and a space between words. |
| <b>City:</b>               | Only alphabetic characters, and a space between words.   |
| <b>State:</b>              | Only two alphabetic characters with no space between them.   |
| <b>Zip:</b>                | Only numbers and dashes, and a space between them  |
| <b>FBO Account Number:</b> | Only alphanumeric characters with no space between them.   |
| <b>FBO Password:</b>       | Alphabetic characters, punctuation marks, pound signs, and astericks with no space between them.   |

## 14.0 FBO Administration (Restricted Use)

### Please Note:

- Administrators should take extreme care to ensure that the above information is accurate. When a User posts a document to FedBizOpps, this information will be extracted from the Agency/Office/Location profile and will be displayed in the notice.
- The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

To edit the Location, key the new information in the appropriate field and click "Save". If you would like to return to the "Location Administration" screen, click on the "Back" or "Cancel" buttons.

The screenshot shows a web interface for "Location Administration". At the top, there are three buttons: "MAIN", "PROFILE", and "LOGOUT". Below the title, there is a form with the following fields and values:

|                         |                           |
|-------------------------|---------------------------|
| Agency:                 | TEST ORG                  |
| Office:                 | Test Office XYZ           |
| Office Code:            | TOXYZ                     |
| Location Name:          | Test Location XYZ         |
| Location Code:          | TLXYZ                     |
| Address1:               | 123 Main Street           |
| Address2:               |                           |
| City:                   | Washington                |
| State:                  | DC                        |
| Zip:                    | 20000                     |
| * FBO Account Number:   | Test123                   |
| * FBO Password:         | re*ise                    |
| Password Reminder:      | Administrator Information |
| Deployment Location(s): | EPS_MAIN                  |

Figure 14.20: Location Administration

You can also delete a Location. In order to delete a Location, the "Delete" field next to the Location Name must be highlighted. **You can only delete a Location if there are no postings for that Location on FedBizOpps.** If the "Delete" field is highlighted, then there are no postings for that Location and you can delete the Location. If the "Delete" field is not highlighted, then there are postings for the Location and you will not be able to delete the Location.

**Please Note:** If you delete a Location, all Users accounts assigned to those Locations will also be deleted. You should change the Locations for all User accounts prior to deleting the Location.

Click on "Cancel" to return to the Location Administration screen, or click on "Delete" to delete the Location.



MAIN PROFILE LOGOUT

### Location Delete Confirmation

You have requested the deletion of the following Location.  
Please confirm that you wish to delete this Location.

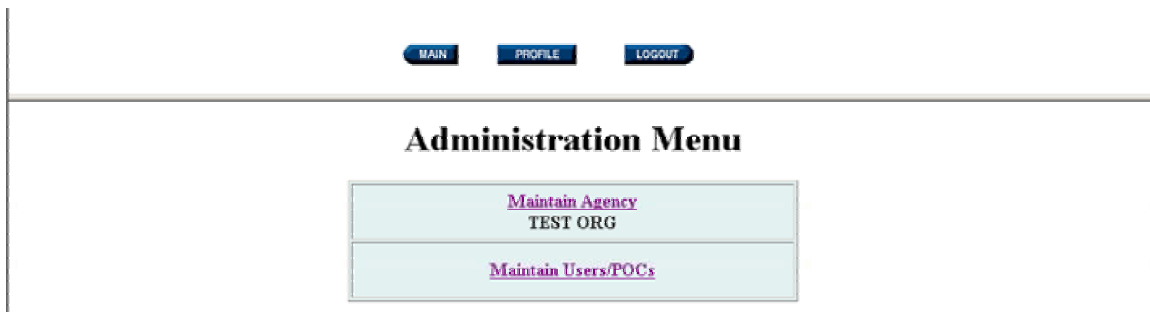
Agency: TEST ORG  
Office: TEST OFF  
Location: Test Location XYZ

Delete Cancel

Figure 14.21: Deleting a Location

### 14.1.2 Maintain Users

You will receive a confirmation screen to verify the deletion of the Office from FedBizOpps. Click on "Cancel" to cancel deletion of the Location, or click on "Delete" to delete the Location.



MAIN PROFILE LOGOUT

### Administration Menu

[Maintain Agency](#)  
TEST ORG

[Maintain Users/POCs](#)

Figure 22: Administration Menu

To Create, Edit or Delete User Accounts within an Agency, click on "**Maintain Users/POCs**".

## 14.0 FBO Administration (Restricted Use)

| TEST ORG          |                    |                       |
|-------------------|--------------------|-----------------------|
| Office            | Location           | Actions               |
| TEST OFF          | TESTLOC            | <a href="#">Users</a> |
| TEST OFFICE THREE | TEST LOCATION FAUX | <a href="#">Users</a> |
| Test Office Two   | Test Location One  | <a href="#">Users</a> |
| Test Office XYZ   | Test Location XYZ  | <a href="#">Users</a> |

**Figure 23: User Administration**

A list of Office and Locations will be displayed. You can:

- Search for a specific User.
- Create a New User.
- Edit a User's Profile.

**Please Note:**

- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.
- The Agency, Office and Location must be set up before Users can be assigned to a Location.

### 14.1.2.1 Searching for a User

To search for a specific User, enter the User's last name, first name or FedBizOpps username. Before creating a user account, we recommend that you use this capability to ensure:

- An account does not already exist for the user.
- An account with the same username does not exist.

Enter the search information and click on "Search".

## 14.0 FBO Administration (Restricted Use)

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

| TEST ORG    |                        |          |        |   |
|-------------|------------------------|----------|--------|---|
| TEST OFF    |                        |          |        |   |
| TESTLOC     |                        |          |        |   |
| Name        | Title                  | Username | Is POC | Actions   |
| Smith, John | Contracting Specialist | jsmith   | Yes    | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*

[<<< Back](#) [Create New User](#)

Figure 24: FedBizOpps Account

If an account exists, the User's account information will be displayed. You can click on the "Back" button to return to the User Administration screen, or you can click on "Create New User" to create a new FedBizOpps User account.

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

**Search For User**

|                                       |                      |
|---------------------------------------|----------------------|
| Last Name:                            | <input type="text"/> |
| First Name:                           | <input type="text"/> |
| Username:                             | <input type="text"/> |
| <input type="button" value="Search"/> |                      |

| TEST ORG          |                    |                       |
|-------------------|--------------------|-----------------------|
| Office            | Location           | Actions               |
| TEST OFF          | TESTLOC            | <a href="#">Users</a> |
| TEST OFFICE THREE | TEST LOCATION FAUX | <a href="#">Users</a> |
| Test Office Two   | Test Location One  | <a href="#">Users</a> |
| Test Office XYZ   | Test Location XYZ  | <a href="#">Users</a> |

[Back](#) [Create New User](#)

Figure 25: User Administration

If you know the User's Office and Location information, you can also pull up the User's account by clicking on "Users" next to the Office and Location.

## 14.0 FBO Administration (Restricted Use)

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

| TEST ORG    |                        |          |        |                       |   |
|-------------|------------------------|----------|--------|-----------------------|---|
| TEST OFF    |                        |          |        |                       |   |
| TESTLOC     |                        |          |        |                       |   |
| Name        | Title                  | Username | Is POC | Actions               |   |
| Doe, Jane   | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> | <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |
| Smith, John | Contracting Specialist | jsmith   | Yes    | <a href="#">Roles</a> | <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

[<<< Back](#) [Create New User](#)

Figure 26: List of Users

This will display a list of Users for a particular Office and Location.

### 14.1.2.2 Creating a New User

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

**Search For User**  
**Last Name:**   
**First Name:**   
**Username:**

| TEST ORG          |                    |                       |
|-------------------|--------------------|-----------------------|
| Office            | Location           | Actions               |
| TEST OFF          | TESTLOC            | <a href="#">Users</a> |
| TEST OFFICE THREE | TEST LOCATION FAUX | <a href="#">Users</a> |
| Test Office Two   | Test Location One  | <a href="#">Users</a> |
| Test Office XYZ   | Test Location XYZ  | <a href="#">Users</a> |

[Back](#) [Create New User](#)

Figure 27: User Administration

To create a new User account, click on "Create New User".



**User Administration**

|                 |                        |
|-----------------|------------------------|
| First Name:     | Jane                   |
| Middle Initial: | A                      |
| Last Name:      | Doe                    |
| Title:          | Contracting Specialist |
| User Name:      | jdoe                   |
| Password:       | *****                  |
| Telephone:      | 202-222-2222           |
| Fax:            | 202-333-3333           |
| Email:          | none@dev.null          |
| Location:       | TEST/TEST OFF, TESTLOC |

Figure 28: New User Form

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, fill in the fields, select the appropriate Location from the Location dropdown box, and click on "Save".

The following restrictions apply to the information fields:

|                        |   |
|------------------------|---|
| <b>First Name:</b>     | Only alphabetic characters, punctuation marks, and a space between them.                |
| <b>Middle Initial:</b> | Only one alphabetic character, a period with no space between them.                     |
| <b>Last Name:</b>      | Only alphabetic characters, punctuation marks, and a space between them.                |
| <b>Title:</b>          | Only alphabetic characters and a space between words.                                   |
| <b>User Name:</b>      | Only ten (10) alphanumeric characters and no space between them.                        |
| <b>Password:</b>       | Only eight (8) alphanumeric characters and no space between them.                       |
| <b>Telephone:</b>      | Only numbers, parentheses, and dashes with a space between characters.                  |
| <b>Fax:</b>            | Only numbers, parentheses, and dashes with a space between characters.                  |
| <b>Email:</b>          | Only alphanumeric characters, a period, an "@" symbol, and no space between characters. |

**Please Note:**

- Administrators should take extreme care to ensure that information, such as name, title, telephone number, fax number, and email address is accurate. When a User posts a document to FedBizOpps, this information will be extracted from their profile and will be displayed in the notice.

## 14.0 FBO Administration (Restricted Use)

- FedBizOpps does not allow the use of duplicate "Usernames" and "Passwords". If a "Username" and "Password" already exist on the system, you must create a different "Username" and "Password" for the new User account.
- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.

The screenshot shows the 'User Administration' page. At the top are navigation buttons: MAIN, PROFILE, and LOGOUT. The page title is 'User Administration'. Below it is a table for 'TEST ORG' with the following structure:

| TEST ORG          |                        |          |        |   |
|-------------------|------------------------|----------|--------|---|
| Test Office XYZ   |                        |          |        |   |
| Test Location XYZ |                        |          |        |   |
| Name              | Title                  | Username | Is POC | Actions   |
| Doe, Jane         | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

Below the table is a note: *Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*. At the bottom are two buttons: '<<< Back' and 'Create New User'.

Figure 29: New User Account Listing

Once you have entered the new User's profile information, there are still a few more steps in order to set up the account properly. You still need to assign roles and change the POC designation, if appropriate.

Without assigned roles, a User will not be able to access the FedBizOpps system.

To assign roles to the User's account, click on "Roles" next to the User's name.

The screenshot shows the 'User Role Administration' page. At the top are navigation buttons: MAIN, PROFILE, and LOGOUT. The page title is 'User Role Administration'. Below it, the user's information is displayed: Name: Jane A. Doe, Username: jadoe. The main section contains two panels: 'Assigned Roles' (empty) and 'Unassigned Roles' (containing a list of roles: EPS-EPS User, EPS-EPS Stats Reviewer, EPS-EPS Document Creator, EPS-EPS Document Archiver, and ADMIN-EPS User Administrator). Between these panels are buttons: '<- Add Selected Transactions', 'Delete Selected Transactions ->', and 'Save'. At the bottom are three buttons: 'Back', 'Save', and 'Cancel'.

Figure 30: User Account Roles

## 14.0 FBO Administration (Restricted Use)

Please be advised that a User must have at least one "User" role, such as "EPS-EPS User", in order for the User to be able to access FedBizOpps.

| Activity   | Assigned Roles  |
|--|---|
| <b>Administrate an Agency</b>  | ORG-Agency Administrator<br>ADMIN-EPS User Administrator<br>EPS-EPS User<br>EPS-EPS Stats Reviewer                            |
| <b>Administrate an Office</b>  | ORG-Office Administrator<br>ADMIN-EPS User Administrator<br>EPS-EPS User<br>EPS-EPS Stats Reviewer                            |
| <b>Administrate a Location</b>   | ORG-Location Administrator<br>ADMIN-EPS User Administrator<br>EPS-EPS User<br>EPS-EPS Stats Reviewer                          |
| <b>Create, preview, save, archive, unarchive, and delete documents</b> | EPS-EPS User  |
| <b>Create, preview, and save documents</b>                             | EPS-EPS Document Creator  |
| <b>Archive and unarchive documents</b>                                 | EPS-EPS Document Archiver   |
| <b>Delete documents</b>  | EPS-EPS Document Deleter  |
| <b>View statistics</b>   | EPS-EPS Stats Reviewer*<br><br>Using this role also requires assigning a User roles, such as "EPS-EPS User" for system access |

To assign User roles, highlight a role from the "Unassigned Roles" table and click on "Add Selected Transactions".

[MAIN](#)
[PROFILE](#)
[LOGOUT](#)

---

### User Role Administration

Name:  
Username:

Assigned Roles:  
EPS-EPS User

<-- Add Selected Transactions  
Delete Selected Transactions -->

Unassigned Roles:  
EPS-EPS Stats Reviewer  
EPS-EPS Document Creator  
EPS-EPS Document Archiver  
ADMIN-EPS User Administrator  
ORG-Location Administrator

Back
Save
Cancel

Figure 31: User Account Roles

## 14.0 FBO Administration (Restricted Use)

This will move the role to the "Assigned Roles" table. Continue highlighting and moving roles until you have selected and assigned the appropriate roles. If you need to remove a role, highlight the role in the "Assigned Roles" table and click on "Delete Selected Transactions". This will move the role to the "Unassigned Roles" table.

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, select the appropriate roles and click on "Save".

| TEST ORG          |                    |                       |
|-------------------|--------------------|-----------------------|
| Office            | Location           | Actions               |
| TEST OFF          | TESTLOC            | <a href="#">Users</a> |
| TEST OFFICE THREE | TEST LOCATION FAUX | <a href="#">Users</a> |
| Test Office Two   | Test Location One  | <a href="#">Users</a> |
| Test Office XYZ   | Test Location XYZ  | <a href="#">Users</a> |

**Figure 32: User Administration**

Once you have assigned the roles, you need to designate whether or not the User will be a Point of Contact (POC). When a User is listed as a "POC", their name is added to a drop-down box of available "POCs" for Users to select when creating a synopsis at a location.

To make a User a POC, click on the link called "POC" for that "User". This operation changes the selection in the "Is POC" field from "No" to "Yes". To change the selection back to "No", simply click on the "POC" link again.

Once you have set up the User account, you will need to provide the User with their Username and Password. To prompt the system to provide the Username and Password to the User via email, go to [www.fedbizopps.gov](http://www.fedbizopps.gov) and click on "FedBizOpps Buyers".

## 14.0 FBO Administration (Restricted Use)

**Buyers**  
Federal Business Opportunities

**Note**  
Federal contracting professionals are solely responsible for the content of any synopsis submitted. The FBO staff will make no changes or corrections to synopsis content.

**Buyers Links**  
▶ ARNET Home Page  
▶ Registration Form for Federal Users  
▶ Demo FBO  
▶ FBO Buyers Manual  
▶ FBO Buyers Manual (Download)  
▶ Numbered Notes

**General Information**  
▶ Section 508 Vendor Notice  
▶ Interface Description  
▶ Management Responsibility  
▶ Frequently Asked Questions

**Find Business Opportunity**

**FedBizOpps News**  
▶ What's New?  
▶ 508 Compliance

**Privacy and Security Statement**  
▶ Privacy and Security Statement

**Contact Information**  
▶ Email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)  
▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**  
▶ FedBizOpps Home  
▶ FedBizOpps Vendors

**Forgot your password?**

Please enter your User ID and Password:

User ID:   
Password:

**Notice of Section 508 Compliance:** Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

Figure 33: FedBizOpps Buyers

Click on the link for "Forgot your password".

**FBO Password Finder**

To receive your username and password by email, please enter your email address and click the send request button:

Email address:

Figure 34: "Forgot your password" Link

Enter the User's email address and click on "Send Request".

**Please Note:** You must enter the User's email address as was entered in the User's profile, as the email address field is case sensitive. If you do not enter the email address in the correct case, you will receive an error message.

The system will then forward an email to the new User with their Username and Password.

## 14.0 FBO Administration (Restricted Use)

### 14.1.2.3 Editing or Deleting a User's Account

The screenshot shows a web interface for "User Administration". At the top, there are three buttons: "MAIN", "PROFILE", and "LOGOUT". Below the title, there is a "Search For User" form with three input fields: "Last Name:", "First Name:", and "Username:", followed by a "Search" button. Below the search form is a table titled "TEST ORG" with three columns: "Office", "Location", and "Actions". The table contains four rows of test data. At the bottom, there are two buttons: "Back" and "Create New User".

| TEST ORG          |                    |                       |
|-------------------|--------------------|-----------------------|
| Office            | Location           | Actions               |
| TEST OFF          | TESTLOC            | <a href="#">Users</a> |
| TEST OFFICE THREE | TEST LOCATION FAUX | <a href="#">Users</a> |
| Test Office Two   | Test Location One  | <a href="#">Users</a> |
| Test Office XYZ   | Test Location XYZ  | <a href="#">Users</a> |

Figure 35: User Administration

To edit a User's FedBizOpps account information, pull up a User's account information by:

- Entering the last name, first name, or username and clicking on "Search".
- Clicking on "Users" next to an Office and Location.

The screenshot shows a web interface for "User Administration". At the top, there are three buttons: "MAIN", "PROFILE", and "LOGOUT". Below the title, there is a table titled "TEST ORG" with a hierarchical structure. The table has columns: "Name", "Title", "Username", "Is POC", and "Actions". The table contains one row of test data. Below the table, there is a note: "Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted". At the bottom, there are two buttons: "<<< Back" and "Create New User".

| TEST ORG          |                        |          |        |   |
|-------------------|------------------------|----------|--------|---|
| Test Office XYZ   |                        |          |        |   |
| Test Location XYZ |                        |          |        |   |
| Name              | Title                  | Username | Is POC | Actions   |
| Doe, Jane         | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*

Figure 36: User Account

## 14.0 FBO Administration (Restricted Use)

From this screen, you can:

- Assign or delete roles.
- Edit the User's profile.
- Delete a User.
- Change the POC designation.

The assigning of roles and POC designation is discussed in section 1.4.1.2.2 of this manual. To edit the User's profile, click on "Edit" next to the User's name.

The screenshot shows a web interface for "User Administration". At the top, there are three buttons: "MAIN", "PROFILE", and "LOGOUT". Below the title, there is a form with the following fields:

|                 |                        |
|-----------------|------------------------|
| First Name:     | Jane                   |
| Middle Initial: | A                      |
| Last Name:      | Doe                    |
| Title:          | Contracting Specialist |
| User Name:      | jadoe                  |
| Password:       | *****                  |
| Telephone:      | 202-222-2222           |
| Fax:            | 202-333-3333           |
| Email:          | none@dev.null          |
| Location:       | TEST/TEST OFF, TESTLOC |

At the bottom of the form, there are three buttons: "Back", "Save", and "Cancel".

**Figure 37: User's Profile Information**

An Administrator can change any information in the User's profile, including the Username and Location. A User can change their profile information by logging into FedBizOpps and clicking on "Profile", except for their Username and Location.

You can return to the "User Administration" screen by clicking on "Back" or "Cancel". Otherwise, key in the correct information and click on "Save".

## 14.0 FBO Administration (Restricted Use)

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

| TEST ORG          |                        |          |        |   |
|-------------------|------------------------|----------|--------|---|
| Test Office XYZ   |                        |          |        |   |
| Test Location XYZ |                        |          |        |   |
| Name              | Title                  | Username | Is POC | Actions   |
| Doe, Jane         | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*

[<<< Back](#) [Create New User](#)

**Figure 38: User Account**

A User can be deleted from the system ONLY if their POC designation is "No". If you need to delete a User, please ensure their POC designation is set to "No", then click on "Delete" next to the User's Name.

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### Delete Confirmation

You have requested the deletion of the following User. Please confirm that you wish to delete this User.

Name: Doe, Jane  
Username: jadoe  
Location: TESTLOC

[Delete](#) [Cancel](#)

**Figure 39: Delete Confirmation**

You will receive a screen to confirm your deletion of the User. If you would like to delete the User, click on "Delete". Otherwise, click on "Cancel". The User will be deleted from the system.



## 14.0 FBO Administration (Restricted Use)

### 14.2 Office Administration

If you have been designated as an "Office Administrator", you will see the following screen once you have clicked on "ADMIN":

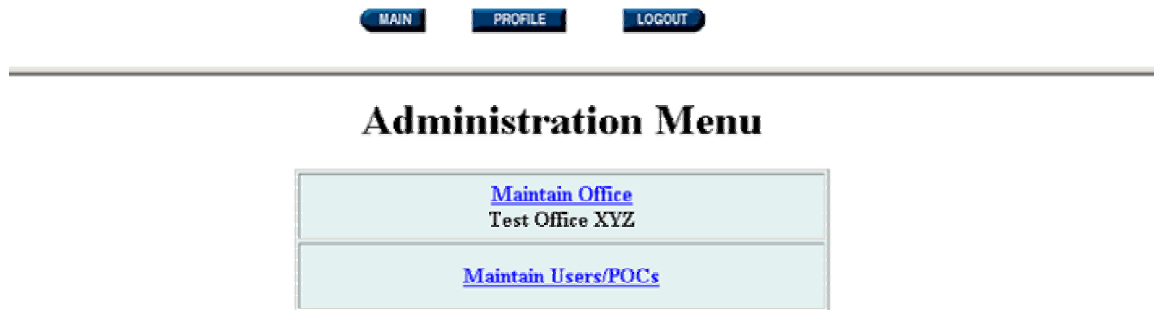


Figure 14.40: Office Administration Menu

In order to create, edit or delete Locations within an Office of an Agency, you would click on "Maintain Office".

**Please Note:** Only an Agency Administrator can edit or delete an Office.

In order to create, edit or delete User Accounts within an Office, you would click on "Maintain Users/POCs".

#### 14.2.1 Maintain Office

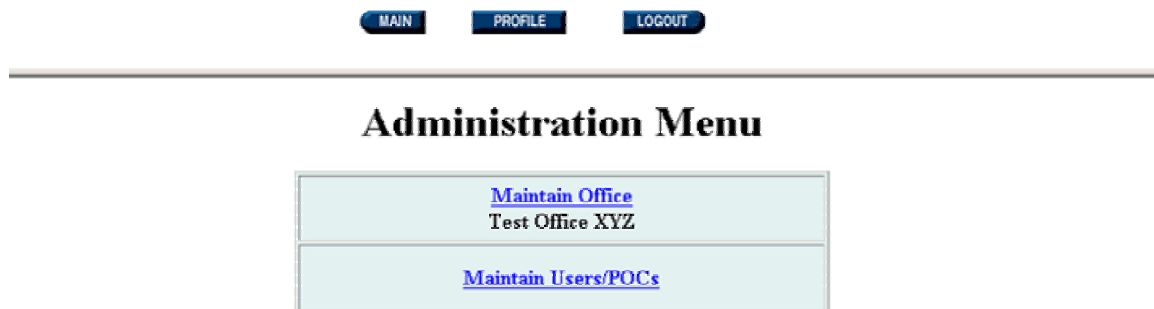


Figure 14.41: Office Administration Menu

To create, edit or delete Locations within an Office of an Agency, click on "**Maintain Office**".

To create a new Location, click on "**Locations**".

## 14.0 FBO Administration (Restricted Use)

MAIN PROFILE LOGOUT

---

### Location Administration

**No Locations Found**

*Note: Locations having posted (BPS) Synopses cannot be deleted.*

<<< Back Create New Location

Figure 14.42: Creating a New Location

If there are no Locations in an Office, you can set up a Location by clicking on "**Create New Location**".

MAIN PROFILE LOGOUT

---

### Location Administration

|                         |                           |
|-------------------------|---------------------------|
| Agency:                 | TEST ORG                  |
| Office:                 | Test Office Two           |
| Office Code:            | TO2                       |
| Location Name:          | Test Location One         |
| Location Code:          | TL1                       |
| Address1:               | test                      |
| Address2:               | test                      |
| City:                   | test                      |
| State:                  | In                        |
| Zip:                    | test                      |
| * FBO Account Number:   | 235610976                 |
| * FBO Password:         | ersatz                    |
| Password Reminder:      | Administrator Information |
| Deployment Location(s): | EPS_MAIN                  |

Figure 14.43: New Location Form

The Agency Name, Office Name, and Office Code are generated by the system. You will need to fill in the Location Name, Location Code, Address, FBO Account Number and Password, and deploy the Location.

To deploy the location, highlight "EPS\_MAIN" in the "Deployment Location(s)" field. If you do not deploy the Location, the Location will not be displayed in the Agency/Office/Location lists discussion in Section 13.1 of this manual.

The following restrictions apply to the information fields:

## 14.0 FBO Administration (Restricted Use)

|                            |  |
|----------------------------|--|
| <b>Location Name:</b>      | Only alphanumeric characters, parentheses, and a space between words.                              |
| <b>Location Code:</b>      | Only alphanumeric characters with no space between them.   |
| <b>Address1:</b>           | Only alphanumeric characters, punctuation marks, parentheses, and a space between words.           |
| <b>Address2:</b>           | Optional, only alphanumeric characters, punctuation marks, parentheses, and a space between words. |
| <b>City:</b>               | Only alphabetic characters, and a space between words.   |
| <b>State:</b>              | Only two alphabetic characters with no space between them.   |
| <b>Zip:</b>                | Only numbers and dashes, and a space between them  |
| <b>FBO Account Number:</b> | Only alphanumeric characters with no space between them.   |
| <b>FBO Password:</b>       | Alphabetic characters, punctuation marks, pound signs, and astericks with no space between them.   |

### Please Note:

- Administrators should take extreme care to ensure that the above information is accurate. When a User posts a document to FedBizOpps, this information will be extracted from the Agency/Office/Location profile and will be displayed in the notice.
- The Location Code must be unique. You cannot use the same Location Code for multiple Locations within an Office. The system will not prompt you when duplicate codes are entered, so please be careful to note the other Location Codes within that Office. If you use the same Location Code for multiple Locations, your postings may show up under the incorrect Agency/Office/Location designation on FedBizOpps.
- The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

Once you have filled in the appropriate fields, click on **"Save"**. The new Location listing will display in the "Location Administration" screen.

## 14.0 FBO Administration (Restricted Use)

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### Location Administration

| TEST ORG - Test Office Two |          |          |      |       |      |           |   |
|----------------------------|----------|----------|------|-------|------|-----------|---|
| Name                       | Address1 | Address2 | City | State | Zip  | FBO Acct  | Actions                                     |
| Test Location One          | test     | test     | test | tn    | test | 235610976 | <a href="#">Edit</a> <a href="#">Delete</a> |

*Note: Locations having posted (EPS) Synopses cannot be deleted.*

[<<< Back](#) [Create New Location](#)

Figure 14.44: New Location Listing

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### Location Administration

| TEST ORG - Test Office XYZ |                 |          |            |       |       |          |   |
|----------------------------|-----------------|----------|------------|-------|-------|----------|---|
| Name                       | Address1        | Address2 | City       | State | Zip   | FBO Acct | Actions                                     |
| Test Location XYZ          | 123 Main Street |          | Washington | DC    | 20000 | Test123  | <a href="#">Edit</a> <a href="#">Delete</a> |

*Note: Locations having posted (EPS) Synopses cannot be deleted.*

[<<< Back](#) [Create New Location](#)

Figure 14.45: Location Administration

You can also edit the Location listing. To edit the Location, you will need to click on "Edit" next to the name of the Location.

## 14.0 FBO Administration (Restricted Use)

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

### Location Administration

|                         |   |
|-------------------------|---|
| Agency:                 | TEST ORG  |
| Office:                 | Test Office XYZ   |
| Office Code:            | TOXYZ   |
| Location Name:          | <input type="text" value="Test Location XYZ"/>  |
| Location Code:          | <input type="text" value="TLXYZ"/>  |
| Address1:               | <input type="text" value="123 Main Street"/>  |
| Address2:               | <input type="text"/>  |
| City:                   | <input type="text" value="Washington"/>   |
| State:                  | <input type="text" value="DC"/>   |
| Zip:                    | <input type="text" value="20000"/>  |
| * FBO Account Number:   | <input type="text" value="Test123"/>  |
| * FBO Password:         | <input type="text" value="re*visé"/>  |
| Password Reminder:      | Administrator Information   |
| Deployment Location(s): | <div style="border: 1px solid black; padding: 2px; display: inline-block;">EPS MAIN</div> |

**Figure 14.46 Editing a Location Listing**

You can edit:

- Location Name
- Address
- FBO Account Number/Password

The following restrictions apply to the information fields:

|                            |  |
|----------------------------|--|
| <b>Location Name:</b>      | Only alphanumeric characters, parentheses, and a space between words.                              |
| <b>Address1:</b>           | Only alphanumeric characters, punctuation marks, parentheses, and a space between words.           |
| <b>Address2:</b>           | Optional, only alphanumeric characters, punctuation marks, parentheses, and a space between words. |
| <b>City:</b>               | Only alphabetic characters, and a space between words.   |
| <b>State:</b>              | Only two alphabetic characters with no space between them.   |
| <b>Zip:</b>                | Only numbers and dashes, and a space between them  |
| <b>FBO Account Number:</b> | Only alphanumeric characters with no space between them.   |
| <b>FBO Password:</b>       | Alphabetic characters, punctuation marks, pound signs, and astericks with no space between them.   |

## 14.0 FBO Administration (Restricted Use)

**Please Note:**

- Administrators should take extreme care to ensure that the above information is accurate. When a User posts a document to FedBizOpps, this information will be extracted from the Agency/Office/Location profile and will be displayed in the notice.
- The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

To edit the Location, key the new information in the appropriate field and click "Save". If you would like to return to the "Location Administration" screen, click on the "Back" or "Cancel" buttons.

| TEST ORG - Test Office XYZ |                 |          |            |       |       |          |   |
|----------------------------|-----------------|----------|------------|-------|-------|----------|---|
| Name                       | Address1        | Address2 | City       | State | Zip   | FBO Acct | Actions                                     |
| Test Location XYZ          | 123 Main Street |          | Washington | DC    | 20000 | Test123  | <a href="#">Edit</a> <a href="#">Delete</a> |

*Note: Locations having posted (BFS) Synopses cannot be deleted.*

[<<< Back](#) [Create New Location](#)

**Figure 14.47: Location Administration**

You can also delete a Location. In order to delete a Location, the "Delete" field next to the Location Name must be highlighted. **You can only delete a Location if there are no postings for that Location on FedBizOpps.** If the "Delete" field is highlighted, then there are no postings for that Location and you can delete the Location. If the "Delete" field is not highlighted, then there are postings for the Location and you will not be able to delete the Location.

**Please Note:** If you delete a Location, all Users accounts assigned to those Locations will also be deleted. You should change the Locations for all User accounts prior to deleting the Location.

Click on "Cancel" to return to the Location Administration screen, or click on "Delete" to delete the Location.

## 14.0 FBO Administration (Restricted Use)



MAIN PROFILE LOGOUT

---

### Location Delete Confirmation

You have requested the deletion of the following Location.  
Please confirm that you wish to delete this Location.

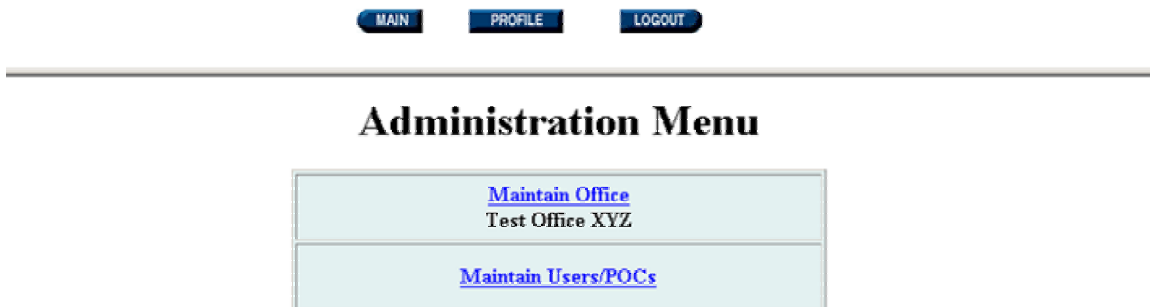
Agency: TEST ORG  
Office: TEST OFF  
Location: Test Location XYZ

Delete Cancel

**Figure 14.48: Deleting a Location**

You will receive a confirmation screen to verify the deletion of the Office from FedBizOpps. Click on "Cancel" to cancel deletion of the Location, or click on "Delete" to delete the Location.

### 14.2.2 Maintain Users



MAIN PROFILE LOGOUT

---

### Administration Menu

[Maintain Office](#)  
Test Office XYZ

[Maintain Users/POCs](#)

**Figure 14.49: Admin Menu**

To Create, Edit or Delete User Accounts within an Office, click on "**Maintain Users/POCs**".

## 14.0 FBO Administration (Restricted Use)

MAIN PROFILE LOGOUT

### User Administration

Search For User

Last Name:

First Name:

Username:

Search

| TEST ORG        |                   |                       |
|-----------------|-------------------|-----------------------|
| Office          | Location          | Actions               |
| Test Office XYZ | Test Location XYZ | <a href="#">Users</a> |
| Test Office XYZ | Test Office 2     | <a href="#">Users</a> |

Back Create New User

**Figure 14.50: User Administration**

A list of Locations will be displayed. You can:

- Search for a specific User.
- Create a New User.
- Edit a User's Profile.

**Please Note:**

- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.
- The Agency, Office and Location must be set up before Users can be assigned to a Location.

### 14.2.2.1 Searching for a User

To search for a specific User, enter the User's last name, first name or FedBizOpps username. Before creating a user account, we recommend that you use this capability to ensure:

- An account does not already exist for the user.
- An account with the same username does not exist.

Enter the search information and click on "Search".



## 14.0 FBO Administration (Restricted Use)

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

| TEST ORG          |                        |          |        |   |
|-------------------|------------------------|----------|--------|---|
| Test Office XYZ   |                        |          |        |   |
| Test Location XYZ |                        |          |        |   |
| Name              | Title                  | Username | Is POC | Actions   |
| Doe, Jane         | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

[<<< Back](#) [Create New User](#)

Figure 14.51: FedBizOpps Account

If an account exists, the User's account information will be displayed. You can click on the "Back" button to return to the User Administration screen, or you can click on "Create New User" to create a new FedBizOpps User account.

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

**Search For User**  
**Last Name:**   
**First Name:**   
**Username:**

| TEST ORG        |                   |                       |
|-----------------|-------------------|-----------------------|
| Office          | Location          | Actions               |
| Test Office XYZ | Test Location XYZ | <a href="#">Users</a> |
| Test Office XYZ | Test Office 2     | <a href="#">Users</a> |

[Back](#) [Create New User](#)

Figure 14.52: User Administration

If you know the User's Location information, you can also pull up the User's account by clicking on "Users" next to the Location.

## 14.0 FBO Administration (Restricted Use)

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

| TEST ORG    |                        |          |        |   |
|-------------|------------------------|----------|--------|---|
| TEST OFF    |                        |          |        |   |
| TESTLOC     |                        |          |        |   |
| Name        | Title                  | Username | Is POC | Actions   |
| Doe, Jane   | Contracting Specialist | jadoc    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |
| Smith, John | Contracting Specialist | jsmith   | Yes    | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*

[<<< Back](#) [Create New User](#)

Figure 14.53: List of Users

This will display a list of Users for a particular Location.

### 14.2.2.2 Creating a New User

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

**Search For User**  
**Last Name:**   
**First Name:**   
**Username:**

| TEST ORG        |                   |                       |
|-----------------|-------------------|-----------------------|
| Office          | Location          | Actions               |
| Test Office XYZ | Test Location XYZ | <a href="#">Users</a> |
| Test Office XYZ | Test Office 2     | <a href="#">Users</a> |

[Back](#) [Create New User](#)

Figure 14.54: User Administration

To create a new User account, click on "Create New User".

## 14.0 FBO Administration (Restricted Use)

The screenshot shows a web interface for 'User Administration'. At the top, there are three buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. The main heading is 'User Administration'. Below it is a form with the following fields and values:

|                 |                        |
|-----------------|------------------------|
| First Name:     | Jane                   |
| Middle Initial: | A                      |
| Last Name:      | Doe                    |
| Title:          | Contracting Specialist |
| User Name:      | jadoc                  |
| Password:       | *****                  |
| Telephone:      | 202-222-2222           |
| Fax:            | 202-333-3333           |
| Email:          | none@dev.null          |
| Location:       | TEST/TEST OFF, TESTLOC |

At the bottom of the form are three buttons: 'Back', 'Save', and 'Cancel'.

**Figure 14.55: New User Form**

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, fill in the fields, select the appropriate Location from the Location dropdown box, and click on "Save".

The following restrictions apply to the information fields:

|                        |   |
|------------------------|---|
| <b>First Name:</b>     | Only alphabetic characters, punctuation marks, and a space between them.                |
| <b>Middle Initial:</b> | Only one alphabetic character, a period with no space between them.                     |
| <b>Last Name:</b>      | Only alphabetic characters, punctuation marks, and a space between them.                |
| <b>Title:</b>          | Only alphabetic characters and a space between words.                                   |
| <b>User Name:</b>      | Only ten (10) alphanumeric characters and no space between them.                        |
| <b>Password:</b>       | Only eight (8) alphanumeric characters and no space between them.                       |
| <b>Telephone:</b>      | Only numbers, parentheses, and dashes with a space between characters.                  |
| <b>Fax:</b>            | Only numbers, parentheses, and dashes with a space between characters.                  |
| <b>Email:</b>          | Only alphanumeric characters, a period, an "@" symbol, and no space between characters. |

**Please Note:**

- Administrators should take extreme care to ensure that information, such as name, title, telephone number, fax number, and email address is accurate. When a User posts a document to FedBizOpps, this information will be extracted from their profile and will be displayed in the notice.

## 14.0 FBO Administration (Restricted Use)

- FedBizOpps does not allow the use of duplicate "Usernames" and "Passwords". If a "Username" and "Password" already exist on the system, you must create a different "Username" and "Password" for the new User account.
- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.

The screenshot shows the 'User Administration' page. At the top are navigation buttons: MAIN, PROFILE, and LOGOUT. The page title is 'User Administration'. Below it is a table for 'TEST ORG'.

| TEST ORG          |                        |          |        |   |
|-------------------|------------------------|----------|--------|---|
| Test Office XYZ   |                        |          |        |   |
| Test Location XYZ |                        |          |        |   |
| Name              | Title                  | Username | Is POC | Actions   |
| Doe, Jane         | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

At the bottom are two buttons: '<<< Back' and 'Create New User'.

Figure 14.56: New User Account Listing

Once you have entered the new User's profile information, there are still a few more steps in order to set up the account properly. You still need to assign roles and change the POC designation, if appropriate.

Without assigned roles, a User will not be able to access the FedBizOpps system.

To assign roles to the User's account, click on "Roles" next to the User's name.

The screenshot shows the 'User Role Administration' page. At the top are navigation buttons: MAIN, PROFILE, and LOGOUT. The page title is 'User Role Administration'. Below it, the user's name 'Name: Jane A. Doe' and username 'Username: jadoe' are displayed.

Below the user information is a section for assigning roles. It includes a list of 'Assigned Roles' (currently empty), a button '<-- Add Selected Transactions', and a button 'Delete Selected Transactions -->'. To the right is a list of 'Unassigned Roles' with a dropdown menu showing the following options: EPS-EPS User, EPS-EPS Stats Reviewer, EPS-EPS Document Creator, EPS-EPS Document Archiver, and ADMIN-EPS User Administrator.

At the bottom are three buttons: 'Back', 'Save', and 'Cancel'.

Figure 14.57: User Account Roles

## 14.0 FBO Administration (Restricted Use)

Please be advised that a User must have at least one "User" role, such as "EPS-EPS User", in order for the User to be able to access FedBizOpps.

| Activity   | Assigned Roles  |
|--|---|
| <b>Administrate an Office</b>  | ORG-Office Administrator<br>ADMIN-EPS User Administrator<br>EPS-EPS User<br>EPS-EPS Stats Reviewer                            |
| <b>Administrate a Location</b>   | ORG-Location Administrator<br>ADMIN-EPS User Administrator<br>EPS-EPS User<br>EPS-EPS Stats Reviewer                          |
| <b>Create, preview, save, archive, unarchive, and delete documents</b> | EPS-EPS User  |
| <b>Create, preview, and save documents</b>                             | EPS-EPS Document Creator  |
| <b>Archive and unarchive documents</b>                                 | EPS-EPS Document Archiver   |
| <b>Delete documents</b>  | EPS-EPS Document Deleter  |
| <b>View statistics</b>   | EPS-EPS Stats Reviewer*<br><br>Using this role also requires assigning a User roles, such as "EPS-EPS User" for system access |

To assign User roles, highlight a role from the "Unassigned Roles" table and click on "Add Selected Transactions".

[MAIN](#)
[PROFILE](#)
[LOGOUT](#)

---

### User Role Administration

Name:  
Username:

Assigned Roles:  
EPS-EPS User

← Add Selected Transactions  
Delete Selected Transactions →

Unassigned Roles:  
EPS-EPS Stats Reviewer  
EPS-EPS Document Creator  
EPS-EPS Document Archiver  
ADMIN-EPS User Administrator  
ORG-Location Administrator

[Back](#)
[Save](#)
[Cancel](#)

Figure 14.58: User Account Roles

## 14.0 FBO Administration (Restricted Use)

This will move the role to the "Assigned Roles" table. Continue highlighting and moving roles until you have selected and assigned the appropriate roles. If you need to remove a role, highlight the role in the "Assigned

Roles" table and click on "Delete Selected Transactions". This will move the role to the "Unassigned Roles" table.

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, select the appropriate roles and click on "Save".

| TEST ORG        |                   |                       |
|-----------------|-------------------|-----------------------|
| Office          | Location          | Actions               |
| Test Office XYZ | Test Location XYZ | <a href="#">Users</a> |
| Test Office XYZ | Test Office 2     | <a href="#">Users</a> |

**Figure 14.59: User Administration**

Once you have assigned the roles, you need to designate whether or not the User will be a Point of Contact (POC). When a User is listed as a "POC", their name is added to a drop-down box of available "POCs" for Users to select when creating a synopsis at a location.

To make a User a POC, click on the link called "POC" for that "User". This operation changes the selection in the "Is POC" field from "No" to "Yes". To change the selection back to "No", simply click on the "POC" link again.

Once you have set up the User account, you will need to provide the User with their Username and Password. To prompt the system to provide the Username and Password to the User via email, go to [www.fedbizopps.gov](http://www.fedbizopps.gov) and click on "FedBizOpps Buyers".

## 14.0 FBO Administration (Restricted Use)

**Buyers**  
Federal Business Opportunities

**Note**  
Federal contracting professionals are solely responsible for the content of any synopsis submitted. The FBO staff will make no changes or corrections to synopsis content.

- You must have a valid User account to use this system.
- To obtain a new User account, fill out the online [Registration Form for Federal Users](#).
- [Forgot your password?](#)

Please enter your User ID and Password:

User ID:

Password:

**Buyers Links**  
▶ ARNET Home Page  
▶ Registration Form for Federal Users  
▶ Demo FBO  
▶ FBO Buyers Manual  
▶ FBO Buyers Manual (Download)  
▶ Numbered Notes

**General Information**  
▶ Section 508 Vendor Notice  
▶ Interface Description  
▶ Management Responsibility  
▶ Frequently Asked Questions

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▶ Privacy and Security Statement

**Contact Information**  
▶ Email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)  
▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**  
▶ FedBizOpps Home  
▶ FedBizOpps Vendors

**Notice of Section 508 Compliance:** Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

Figure 14.60: FedBizOpps Buyers

### FBO Password Finder

To receive your username and password by email, please enter your email address and click the send request button:

Email address:

Figure 14.61: "Forgot your password" Link

Enter the User's email address and click on "Send Request".

**Please Note:** You must enter the User's email address as was entered in the User's profile, as the email address field is case sensitive. If you do not enter the email address in the correct case, you will receive an error message.

The system will then forward an email to the new User with their Username and Password.

## 14.0 FBO Administration (Restricted Use)

### 14.2.2.3 Editing or Deleting a User's Account

The screenshot shows the 'User Administration' page with a navigation bar at the top containing 'MAIN', 'PROFILE', and 'LOGOUT' buttons. Below the title, there is a 'Search For User' form with input fields for 'Last Name', 'First Name', and 'Username', followed by a 'Search' button. Below the search form is a table titled 'TEST ORG' with columns 'Office', 'Location', and 'Actions'. The table contains two rows: 'Test Office XYZ' with 'Test Location XYZ' and a 'Users' link, and 'Test Office XYZ' with 'Test Office 2' and a 'Users' link. At the bottom, there are two buttons: 'Back' and 'Create New User'.

| TEST ORG        |                   |                       |
|-----------------|-------------------|-----------------------|
| Office          | Location          | Actions               |
| Test Office XYZ | Test Location XYZ | <a href="#">Users</a> |
| Test Office XYZ | Test Office 2     | <a href="#">Users</a> |

Figure 14.62: User Administration

To edit a User's FedBizOpps account information, pull up a User's account information by:

- Entering the last name, first name, or username and clicking on "Search".
- Clicking on "Users" next to an Office and Location.

The screenshot shows the 'User Account' page with a navigation bar at the top containing 'MAIN', 'PROFILE', and 'LOGOUT' buttons. Below the title, there is a table titled 'TEST ORG' with columns 'Name', 'Title', 'Username', 'Is POC', and 'Actions'. The table contains one row: 'Doe, Jane' with 'Contracting Specialist', 'jadoe', 'No', and a set of links: 'Roles', 'Edit', 'Delete', and 'POC'. Below the table, there is a note: 'Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted'. At the bottom, there are two buttons: '<<< Back' and 'Create New User'.

| TEST ORG          |                        |          |        |   |
|-------------------|------------------------|----------|--------|---|
| Test Office XYZ   |                        |          |        |   |
| Test Location XYZ |                        |          |        |   |
| Name              | Title                  | Username | Is POC | Actions   |
| Doe, Jane         | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

Figure 14.63: User Account



## 14.0 FBO Administration (Restricted Use)

From this screen, you can:

- Assign or delete roles.
- Edit the User's profile.
- Delete a User.
- Change the POC designation.

The assigning of roles and POC designation is discussed in section 1.4.2.2.2 of this manual. To edit the User's profile, click on "Edit" next to the User's name.

The screenshot displays the "User Administration" interface. At the top, there are three navigation buttons: "MAIN", "PROFILE", and "LOGOUT". The main heading is "User Administration". Below this is a form with the following fields and values:

|                 |                        |
|-----------------|------------------------|
| First Name:     | Jane                   |
| Middle Initial: | A                      |
| Last Name:      | Doe                    |
| Title:          | Contracting Specialist |
| User Name:      | jadoc                  |
| Password:       | *****                  |
| Telephone:      | 202-222-2222           |
| Fax:            | 202-333-3333           |
| Email:          | none@dev null          |
| Location:       | TEST/TEST OFF, TESTLOC |

At the bottom of the form, there are three buttons: "Back", "Save", and "Cancel".

**Figure 14.64: User's Profile Information**

An Administrator can change any information in the User's profile, including the Username and Location. A User can change their profile information by logging into FedBizOpps and clicking on "Profile", except for their Username and Location.

You can return to the "User Administration" screen by clicking on "Back" or "Cancel". Otherwise, key in the correct information and click on "Save".

## 14.0 FBO Administration (Restricted Use)

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

| TEST ORG          |                        |          |        |   |
|-------------------|------------------------|----------|--------|---|
| Test Office XYZ   |                        |          |        |   |
| Test Location XYZ |                        |          |        |   |
| Name              | Title                  | Username | Is POC | Actions   |
| Doe, Jane         | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

[<<< Back](#) [Create New User](#)

**Figure 14.65: User Account**

A User can be deleted from the system ONLY if their POC designation is "No". If you need to delete a User, please ensure their POC designation is set to "No", then click on "Delete" next to the User's Name.

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### Delete Confirmation

You have requested the deletion of the following User. Please confirm that you wish to delete this User.

Name: Doe, Jane  
Username: jadoe  
Location: TESTLOC

[Delete](#) [Cancel](#)

**Figure 14.66: Delete Confirmation**

You will receive a screen to confirm your deletion of the User. If you would like to delete the User, click on "Delete". Otherwise, click on "Cancel". The User will be deleted from the system.

## 14.0 FBO Administration (Restricted Use)

### 14.3 Location Administration

If you have been designated as a "Location Administrator", you will see the following screen once you have clicked on "ADMIN":

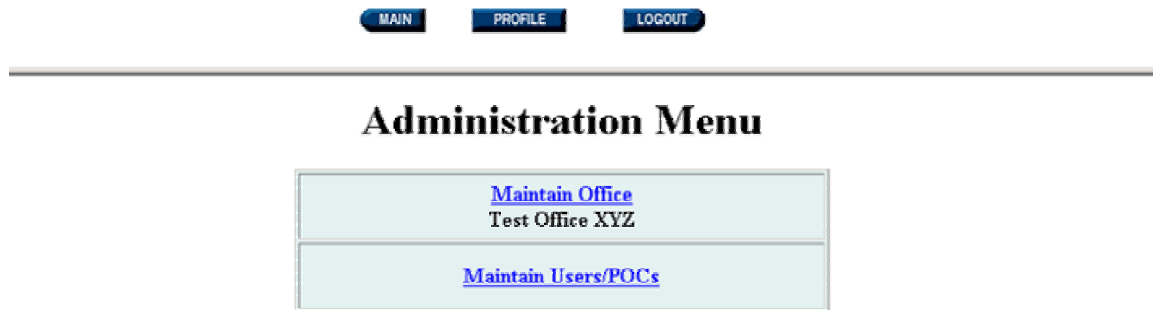


Figure 14.67: Location Administration Menu

In order to edit Locations within an Office of an Agency, you would click on "Maintain Location".

**Please Note:** Only an Agency or Office Administrator can delete a Location.

In order to create, edit or delete User Accounts within a Location, you would click on "Maintain Users/POCs".

#### 14.3.1 Maintain Locations

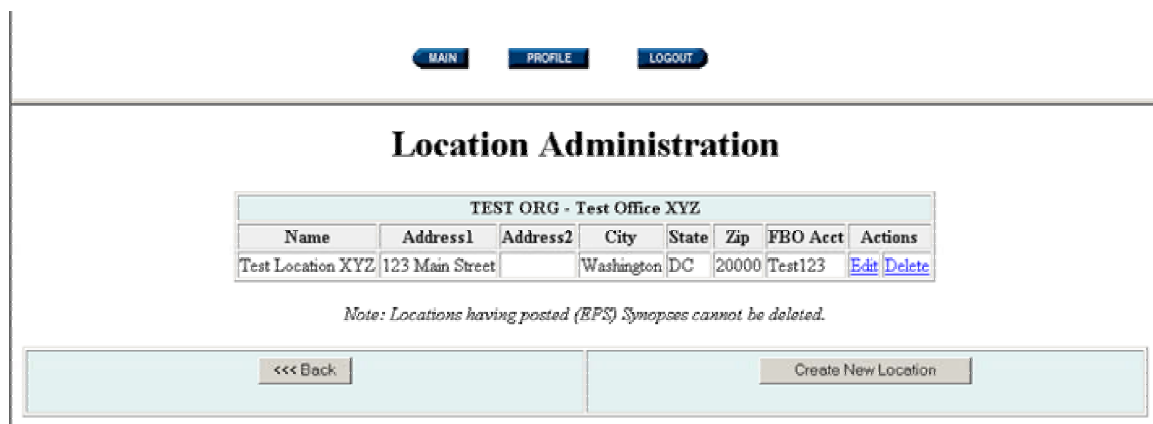


Figure 14.68: Location Administration

In order to edit the Location listing, you will need to click on "Edit" next to the name of the Location.

## 14.0 FBO Administration (Restricted Use)

[MAIN](#)   [PROFILE](#)   [LOGOUT](#)

---

### Location Administration

|                         |   |
|-------------------------|---|
| Agency:                 | TEST ORG  |
| Office:                 | Test Office XYZ   |
| Office Code:            | TOXYZ   |
| Location Name:          | <input type="text" value="Test Location XYZ"/>  |
| Location Code:          | <input type="text" value="TLXYZ"/>  |
| Address1:               | <input type="text" value="123 Main Street"/>  |
| Address2:               | <input type="text"/>  |
| City:                   | <input type="text" value="Washington"/>   |
| State:                  | <input type="text" value="DC"/>   |
| Zip:                    | <input type="text" value="20000"/>  |
| * FBO Account Number:   | <input type="text" value="Test123"/>  |
| * FBO Password:         | <input type="text" value="re*viser"/>   |
| Password Reminder:      | Administrator Information   |
| Deployment Location(s): | <div style="border: 1px solid black; padding: 2px; display: inline-block;">EPS MAIN</div> |

**Figure 14.69 Editing a Location Listing**

You can edit:

- Location Name
- Address
- FBO Account Number/Password

The following restrictions apply to the information fields:

|                            |  |
|----------------------------|--|
| <b>Location Name:</b>      | Only alphanumeric characters, parentheses, and a space between words.                              |
| <b>Address1:</b>           | Only alphanumeric characters, punctuation marks, parentheses, and a space between words.           |
| <b>Address2:</b>           | Optional, only alphanumeric characters, punctuation marks, parentheses, and a space between words. |
| <b>City:</b>               | Only alphabetic characters, and a space between words.   |
| <b>State:</b>              | Only two alphabetic characters with no space between them.   |
| <b>Zip:</b>                | Only numbers and dashes, and a space between them  |
| <b>FBO Account Number:</b> | Only alphanumeric characters with no space between them.   |
| <b>FBO Password:</b>       | Alphabetic characters, punctuation marks, pound signs, and astericks with no space between them.   |

## 14.0 FBO Administration (Restricted Use)

### Please Note:

- Administrators should take extreme care to ensure that the above information is accurate. When a User posts a document to FedBizOpps, this information will be extracted from the Agency/Office/Location profile and will be displayed in the notice.
- The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

**Please Note:** The FBO Account Number and Password must be unique. The system will provide an error message if you choose information used by another Agency/Office/Location. These fields are necessary fields to accommodate Agencies that post via email and ftp.

To edit the Location, key the new information in the appropriate field and click "Save". If you would like to return to the "Location Administration" screen, click on the "Back" or "Cancel" buttons.

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### Location Administration

| TEST ORG - Test Office XYZ |                 |          |            |       |       |          |   |
|----------------------------|-----------------|----------|------------|-------|-------|----------|---|
| Name                       | Address1        | Address2 | City       | State | Zip   | FBO Acct | Actions                                     |
| Test Location XYZ          | 123 Main Street |          | Washington | DC    | 20000 | Test123  | <a href="#">Edit</a> <a href="#">Delete</a> |

*Note: Locations having posted (EPS) Synopses cannot be deleted.*

[<<< Back](#) [Create New Location](#)

Figure 14.70: Location Administration

### 14.3.2 Maintain Users

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### Administration Menu

[Maintain Office](#)  
Test Office XYZ

[Maintain Users/POCs](#)

Figure 14.71: Administration Menu

To Create, Edit or Delete User Accounts within a Location, click on "Maintain Users/POCs".

## 14.0 FBO Administration (Restricted Use)

MAIN PROFILE LOGOUT

### User Administration

Search For User

Last Name:

First Name:

Username:

Search

| TEST ORG        |                   |                       |
|-----------------|-------------------|-----------------------|
| Office          | Location          | Actions               |
| Test Office XYZ | Test Location XYZ | <a href="#">Users</a> |
| Test Office XYZ | Test Office 2     | <a href="#">Users</a> |

Back Create New User

**Figure 14.72: User Administration**

Your location will be displayed. You can:

- Search for a specific User.
- Create a New User.
- Edit a User's Profile.

**Please Note:**

- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.
- The Agency, Office and Location must be set up before Users can be assigned to a Location.

### 14.3.2.1 Searching for a User

To search for a specific User, enter the User's last name, first name or FedBizOpps username. Before creating a user account, we recommend that you use this capability to ensure:

- An account does not already exist for the user.
- An account with the same username does not exist.

Enter the search information and click on "Search".

## 14.0 FBO Administration (Restricted Use)

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

| TEST ORG          |                        |          |        |   |
|-------------------|------------------------|----------|--------|---|
| Test Office XYZ   |                        |          |        |   |
| Test Location XYZ |                        |          |        |   |
| Name              | Title                  | Username | Is POC | Actions   |
| Doe, Jane         | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

[<<< Back](#) [Create New User](#)

**Figure 14.73: FedBizOpps Account**

If an account exists, the User's account information will be displayed. You can click on the "Back" button to return to the User Administration screen, or you can click on "Create New User" to create a new FedBizOpps User account.

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

Search For User

Last Name:

First Name:

Username:

| TEST ORG        |                   |                       |
|-----------------|-------------------|-----------------------|
| Office          | Location          | Actions               |
| Test Office XYZ | Test Location XYZ | <a href="#">Users</a> |
| Test Office XYZ | Test Office 2     | <a href="#">Users</a> |

[Back](#) [Create New User](#)

**Figure 14.74: User Administration**

You can also pull up the User's account by clicking on "Users" next to the Location.

## 14.0 FBO Administration (Restricted Use)

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

| TEST ORG    |                        |          |        |   |
|-------------|------------------------|----------|--------|---|
| TEST OFF    |                        |          |        |   |
| TESTLOC     |                        |          |        |   |
| Name        | Title                  | Username | Is POC | Actions   |
| Doe, Jane   | Contracting Specialist | jadoc    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |
| Smith, John | Contracting Specialist | jsmith   | Yes    | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*

[<<< Back](#) [Create New User](#)

Figure 14.75: List of Users

This will display a list of Users for that Location.

### 14.3.2.2 Creating a New User

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

**Search For User**

|                        |                      |
|------------------------|----------------------|
| Last Name:             | <input type="text"/> |
| First Name:            | <input type="text"/> |
| Username:              | <input type="text"/> |
| <a href="#">Search</a> |                      |

| TEST ORG        |                   |                       |
|-----------------|-------------------|-----------------------|
| Office          | Location          | Actions               |
| Test Office XYZ | Test Location XYZ | <a href="#">Users</a> |
| Test Office XYZ | Test Office 2     | <a href="#">Users</a> |

[Back](#) [Create New User](#)

Figure 14.76: User Administration

To create a new User account, click on "Create New User".



**User Administration**

|                 |                        |
|-----------------|------------------------|
| First Name:     | Jane                   |
| Middle Initial: | A                      |
| Last Name:      | Doe                    |
| Title:          | Contracting Specialist |
| User Name:      | jdoe                   |
| Password:       | jdoe                   |
| Telephone:      | 202-222-2222           |
| Fax:            | 202-333-3333           |
| Email:          | none@dev.null          |
| Location:       | TEST/TEST OFF, TESTLOC |

Back      Save      Cancel

Figure 14.77: New User Form

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, fill in the fields, select the appropriate Location from the Location dropdown box, and click on "Save".

The following restrictions apply to the information fields:

|                        |   |
|------------------------|---|
| <b>First Name:</b>     | Only alphabetic characters, punctuation marks, and a space between them.                |
| <b>Middle Initial:</b> | Only one alphabetic character, a period with no space between them.                     |
| <b>Last Name:</b>      | Only alphabetic characters, punctuation marks, and a space between them.                |
| <b>Title:</b>          | Only alphabetic characters and a space between words.                                   |
| <b>User Name:</b>      | Only ten (10) alphanumeric characters and no space between them.                        |
| <b>Password:</b>       | Only eight (8) alphanumeric characters and no space between them.                       |
| <b>Telephone:</b>      | Only numbers, parentheses, and dashes with a space between characters.                  |
| <b>Fax:</b>            | Only numbers, parentheses, and dashes with a space between characters.                  |
| <b>Email:</b>          | Only alphanumeric characters, a period, an "@" symbol, and no space between characters. |

**Please Note:**

- Administrators should take extreme care to ensure that information, such as name, title, telephone number, fax number, and email address is accurate. When a User posts a document to FedBizOpps, this information will be extracted from their profile and will be displayed in the notice.

## 14.0 FBO Administration (Restricted Use)

- FedBizOpps does not allow the use of duplicate "Usernames" and "Passwords". If a "Username" and "Password" already exist on the system, you must create a different "Username" and "Password" for the new User account.
- A User account is associated with one Agency/Office/Location. If the User will need to post on behalf of multiple Locations, a User account will need to be created for each Location.

The screenshot shows the 'User Administration' page. At the top, there are three buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. Below the title 'User Administration', there are three tabs: 'TEST ORG', 'TEST OFF', and 'TESTLOC'. The 'TESTLOC' tab is active, displaying a table of users. The table has columns for Name, Title, Username, Is POC, and Actions. Two users are listed: 'Doe, Jane' and 'Smith, John'. The 'Actions' column for each user contains links for 'Roles', 'Edit', 'Delete', and 'POC'. Below the table, a note states: 'Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted'. At the bottom, there are two buttons: '<<< Back' and 'Create New User'.

| Name        | Title                  | Username | Is POC | Actions   |
|-------------|------------------------|----------|--------|---|
| Doe, Jane   | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |
| Smith, John | Contracting Specialist | jsmith   | Yes    | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted

<<< Back      Create New User

Figure 14.78: New User Account Listing

Once you have entered the new User's profile information, there are still a few more steps in order to set up the account properly. You still need to assign roles and change the POC designation, if appropriate.

Without assigned roles, a User will not be able to access the FedBizOpps system.

To assign roles to the User's account, click on "Roles" next to the User's name.

The screenshot shows the 'User Role Administration' page. At the top, there are three buttons: 'MAIN', 'PROFILE', and 'LOGOUT'. Below the title 'User Role Administration', there are labels for 'Name:' and 'Username:'. Below these labels, there are two lists of roles: 'Assigned Roles' and 'Unassigned Roles'. The 'Assigned Roles' list contains 'EPS-EPS User'. The 'Unassigned Roles' list contains 'EPS-EPS Stats Reviewer', 'EPS-EPS Document Creator', 'EPS-EPS Document Archiver', 'ADMIN-EPS User Administrator', and 'ORG-Location Administrator'. Between the two lists are two buttons: '<= Add Selected Transactions' and 'Delete Selected Transactions ->'. At the bottom, there are three buttons: 'Back', 'Save', and 'Cancel'.

Name:  
Username:

Assigned Roles:  
EPS-EPS User

<= Add Selected Transactions  
Delete Selected Transactions ->

Unassigned Roles:  
EPS-EPS Stats Reviewer  
EPS-EPS Document Creator  
EPS-EPS Document Archiver  
ADMIN-EPS User Administrator  
ORG-Location Administrator

Back      Save      Cancel

Figure 14.79: User Account Roles

## 14.0 FBO Administration (Restricted Use)

Please be advised that a User must have at least one "User" role, such as "EPS-EPS User" or "EPS-EPS Document Creator", in order for the User to be able to access FedBizOpps.

| Activity   | Assigned Roles  |
|--|---|
| <b>Administrate a Location</b>   | ORG-Location Administrator<br>ADMIN-EPS User Administrator<br>EPS-EPS User<br>EPS-EPS Stats Reviewer                          |
| <b>Create, preview, save, archive, unarchive, and delete documents</b> | EPS-EPS User  |
| <b>Create, preview, and save documents</b>                             | EPS-EPS Document Creator  |
| <b>Archive and unarchive documents</b>                                 | EPS-EPS Document Archiver   |
| <b>Delete documents</b>  | EPS-EPS Document Deleter  |
| <b>View statistics</b>   | EPS-EPS Stats Reviewer*<br><br>Using this role also requires assigning a User roles, such as "EPS-EPS User" for system access |

To assign User roles, highlight a role from the "Unassigned Roles" table and click on "Add Selected Transactions".

MAIN PROFILE LOGOUT

### User Role Administration

Name:  
Username:

Assigned Roles:  
EPS-EPS User

<- Add Selected Transactions  
 Delete Selected Transactions ->

Unassigned Roles:  
 EPS-EPS Stats Reviewer  
 EPS-EPS Document Creator  
 EPS-EPS Document Archiver  
 ADMIN-EPS User Administrator  
 ORG-Location Administrator

Back Save Cancel

**Figure 14.80: User Account Roles**

This will move the role to the "Assigned Roles" table. Continue highlighting and moving roles until you have selected and assigned the appropriate roles. If you need to remove a role, highlight the role in the "Assigned Roles" table and click on "Delete Selected Transactions". This will move the role to the "Unassigned Roles" table.

## 14.0 FBO Administration (Restricted Use)

You can click on "Back" or "Cancel" to return to the User Administration screen. Otherwise, select the appropriate roles and click on "Save".

MAIN PROFILE LOGOUT

### User Administration

Search For User

Last Name:

First Name:

Username:

Search

| TEST ORG        |                   |                       |
|-----------------|-------------------|-----------------------|
| Office          | Location          | Actions               |
| Test Office XYZ | Test Location XYZ | <a href="#">Users</a> |
| Test Office XYZ | Test Office 2     | <a href="#">Users</a> |

Back Create New User

**Figure 14.81: User Administration**

Once you have assigned the roles, you need to designate whether or not the User will be a Point of Contact (POC). When a User is listed as a "POC", their name is added to a drop-down box of available "POCs" for Users to select when creating a synopsis at a location.

To make a User a POC, click on the link called "POC" for that "User". This operation changes the selection in the "Is POC" field from "No" to "Yes". To change the selection back to "No", simply click on the "POC" link again.

Once you have set up the User account, you will need to provide the User with their Username and Password. To prompt the system to provide the Username and Password to the User via email, go to [www.fedbizopps.gov](http://www.fedbizopps.gov) and click on "FedBizOpps Buyers".

## 14.0 FBO Administration (Restricted Use)

**Buyers**  
Federal Business Opportunities

**Note**  
Federal contracting professionals are solely responsible for the content of any synopsis submitted. The FBO staff will make no changes or corrections to synopsis content.

**Buyers Links**  
▶ ARNET Home Page  
▶ Registration Form for Federal Users  
▶ Demo FBO  
▶ FBO Buyers Manual  
▶ FBO Buyers Manual (Download)  
▶ Numbered Notes

**General Information**  
▶ Section 508 Vendor Notice  
▶ Interface Description  
▶ Management Responsibility  
▶ Frequently Asked Questions

**Find Business Opportunity**

**FedBizOpps News**  
▶ What's New?  
▶ 508 Compliance

**Privacy and Security Statement**  
▶ Privacy and Security Statement

**Contact Information**  
▶ Email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)  
▶ Phone: 877-472-3779 (Toll Free)

**FedBizOpps Home**  
▶ FedBizOpps Home  
▶ FedBizOpps Vendors

**Please enter your User ID and Password:**

User ID:   
Password:

**Forgot your password?**

**Notice of Section 508 Compliance:** Buyers utilizing the Federal Business Opportunities (FedBizOpps) website are required to ensure that all data posted on FedBizOpps complies with Section 508 of the Rehabilitation Act, 29 U.S.C. §794d.

Figure 14.82: FedBizOpps Buyers

Click on the link for "Forgot your password".

**FBO Password Finder**

To receive your username and password by email, please enter your email address and click the send request button:

Email address:

Figure 14.83: "Forgot your password" Link

Enter the User's email address and click on "Send Request".

**Please Note:** You must enter the User's email address as was entered in the User's profile, as the email address field is case sensitive. If you do not enter the email address in the correct case, you will receive an error message.

The system will then forward an email to the new User with their Username and Password.

## 14.0 FBO Administration (Restricted Use)

### 14.3.2.3 Editing or Deleting a User's Account

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

**Search For User**

|                                       |                      |
|---------------------------------------|----------------------|
| Last Name:                            | <input type="text"/> |
| First Name:                           | <input type="text"/> |
| Username:                             | <input type="text"/> |
| <input type="button" value="Search"/> |                      |

| TEST ORG        |                   |                       |
|-----------------|-------------------|-----------------------|
| Office          | Location          | Actions               |
| Test Office XYZ | Test Location XYZ | <a href="#">Users</a> |
| Test Office XYZ | Test Office 2     | <a href="#">Users</a> |

Figure 14.84: User Administration

To edit a User's FedBizOpps account information, pull up a User's account information by:

- Entering the last name, first name, or username and clicking on "Search".
- Clicking on "Users" next to the Location.

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

| TEST ORG    |                        |          |        |                       |   |
|-------------|------------------------|----------|--------|-----------------------|---|
| TEST OFF    |                        |          |        |                       |   |
| TESTLOC     |                        |          |        |                       |   |
| Name        | Title                  | Username | Is POC | Actions               |   |
| Doe, Jane   | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> | <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |
| Smith, John | Contracting Specialist | jsmith   | Yes    | <a href="#">Roles</a> | <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (EPS) Synopsis cannot be deleted*

Figure 14.85: User Account

## 14.0 FBO Administration (Restricted Use)

From this screen, you can:

- Assign or delete roles.
- Edit the User's profile.
- Delete a User.
- Change the POC designation.

The assigning of roles and POC designation is discussed in section 1.4.3.2.2 of this manual. To edit the User's profile, click on "Edit" next to the User's name.

The screenshot displays a web application interface for "User Administration". At the top, there are three navigation buttons: "MAIN", "PROFILE", and "LOGOUT". The main content area is titled "User Administration" and contains a form with the following fields:

|                 |                        |
|-----------------|------------------------|
| First Name:     | Jene                   |
| Middle Initial: | A.                     |
| Last Name:      | Doe                    |
| Title:          | Contracting Specialist |
| User Name:      | jadoe                  |
| Password:       | *****                  |
| Telephone:      | 202-222-2222           |
| Fax:            | 202-333-3333           |
| Email:          | none@dev.null          |
| Location:       | TEST/TEST OFF, TESTLOC |

At the bottom of the form, there are three buttons: "Back", "Save", and "Cancel".

**Figure 14.86: User's Profile Information**

An Administrator can change any information in the User's profile, including the Username and Location. A User can change their profile information by logging into FedBizOpps and clicking on "Profile", except for their Username and Location.

You can return to the "User Administration" screen by clicking on "Back" or "Cancel". Otherwise, key in the correct information and click on "Save".

## 14.0 FBO Administration (Restricted Use)

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### User Administration

| TEST ORG    |                        |          |        |   |
|-------------|------------------------|----------|--------|---|
| TEST OFF    |                        |          |        |   |
| TESTLOC     |                        |          |        |   |
| Name        | Title                  | Username | Is POC | Actions   |
| Doe, Jane   | Contracting Specialist | jadoe    | No     | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |
| Smith, John | Contracting Specialist | jsmith   | Yes    | <a href="#">Roles</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">POC</a> |

*Note: Users specified as a POC against a posted (BPS) Synopsis cannot be deleted*

[<<< Back](#) [Create New User](#)

**Figure 14.87: User Account**

A User can be deleted from the system ONLY if their POC designation is "No". If you need to delete a User, please ensure their POC designation is set to "No", then click on "Delete" next to the User's Name.

[MAIN](#) [PROFILE](#) [LOGOUT](#)

---

### Delete Confirmation

You have requested the deletion of the following User. Please confirm that you wish to delete this User.

Name: Doe, Jane  
Username: jadoe  
Location: TESTLOC

[Delete](#) [Cancel](#)

**Figure 14.88: Delete Confirmation**

You will receive a screen to confirm your deletion of the User. If you would like to delete the User, click on "Delete". Otherwise, click on "Cancel". The User will be deleted from the system.



## 14.0 FBO Administration (Restricted Use)

### 14.4 Registration Form for Federal Users

New users can request a FedBizOpps Buyer Account by filling out the "Registration Form for Federal Users". To access this form, go to [www.fedbizopps.gov](http://www.fedbizopps.gov) and click on "FedBizOpps Buyers".

The screenshot shows the 'Buyers' section of the FedBizOpps website. The header includes the word 'Buyers' and the subtitle 'Federal Business Opportunities' against a background of the US Capitol dome and an American flag. The page is divided into three main columns. The left column contains a 'Note' about synopsis content, 'Buyers Links' (including ARNET Home Page, Registration Form for Federal Users, Demo FBO, FBO Buyers Manual, FBO Buyers Manual (Download), and Numbered Notes), and 'General Information' (including Section 508 Vendor Notice, Interface Description, Management Responsibility, and Frequently Asked Questions). The center column features a login area with the text 'Please enter your User ID and Password:', input fields for 'User ID:' and 'Password:', a 'Login' button, and a 'Forgot your password?' link. Above the login area, a list of instructions states: 'You must have a valid User account to use this system.', 'To obtain a new User account, fill out the online [Registration Form for Federal Users](#).', and 'Forgot your password?'. Below the login area, a 'Notice of Section 508 Compliance' is displayed. The right column contains a 'Find Business Opportunity' search bar, 'FedBizOpps News' (with links for 'What's New?' and '508 Compliance'), 'Privacy and Security Statement' (with a link for 'Privacy and Security Statement'), 'Contact Information' (with email 'fbo.support@gsa.gov' and phone '877-472-3779 (Toll Free)'), and 'FedBizOpps Home' (with links for 'FedBizOpps Home' and 'FedBizOpps Vendors').

Figure 14.89: FedBizOpps Buyers

Click on the link for the "Registration Form for Federal Users".

## 14.0 FBO Administration (Restricted Use)

**Buyers**  
Federal Business Opportunities

★ **Find Business Opportunity**

★ **Buyers Links**

- ▶ ACONE Home Page
- ▶ Demo FBO
- ▶ FBO Buyers Manual
- ▶ FBO Buyers Manual (Download)

★ **General Information**

- ▶ Section 508 Vendor Notice
- ▶ Interface Description
- ▶ Management Responsibility
- ▶ Frequently Asked Questions

★ **Contact Information**

- ▶ Email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov)
- ▶ Phone: 877-472-3779 (Toll Free)

★ **FedBizOpps Home**

- ▶ FedBizOpps Home
- ▶ FedBizOpps Buyers
- ▶ FedBizOpps Vendors

### FedBizOpps (FBO) Registration Form for Federal Users

Before an individual user can register to use FBO, his or her Agency must be registered with FBO. Please contact the FBO Helpdesk at 877-472-3779 or at [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov) for Agency registration.

Employee Name:

Employee Position/Job Title:

Agency Name:

Bureau/Center Name:

Street Address:

City:

State, Zip Code:

Telephone Number:

FAX Number:

Email Address:

**Figure 14.90: Registration Form for Federal Users**

New users will fill out the necessary fields and click on "Submit Form". This form will then be forwarded to the appropriate Agency FBO Administrator by email. The Agency FBO Administrator, or their designee, will then be responsible for setting up the User.

## 15.0 Statistics (Restricted Use)

The FedBizOpps Statistics Module allows designated “Stat Reviewers” to view FedBizOpps System statistics. The “STATS” button is only available to those individuals designated as “Stat Reviewers” by their Agency FedBizOpps Administrator.

To view statistics, click on “**STATS**”.

The screenshot shows the 'FBO Statistics' web interface. At the top is a navigation bar with buttons: MAIN, CREATE, EDIT, INL, UPLOAD, INDEX, ARCHIVE, UNARCHIVE, DELETE, ADMIN, STATS, PROFILE, and LOGOUT. The main heading is 'FBO Statistics'. Below it, the text 'Choose from the following 3 options:' is displayed. There are three options for viewing statistics, each with a 'Get Stats' button:

- 1) Display FBO Statistics for the current date and time: [Get Stats]
- 2) Display FBO Statistics for the following:  
Month [05] Day [30] Year [2002] [Get Stats]
- 3) Display FBO Statistics for the following two dates:  
Begin Date: Month [ ] Day [ ] Year [ ]  
End Date: Month [ ] Day [ ] Year [ ] [Get Stats]

**Figure 15.1: Statistics Module**

There are three options for viewing statistics:

- Statistics for the current date and time.
- Statistics for a specific month/day/year.
- Statistics between two date periods (e.g. 05/01/2002 – 05/31/2002).

In this scenario, we will use **option #2** and view the statistics for a particular day. Enter the month, day and year for which you would like to view statistics. Two digits should be entered for the month and day, while four digits should be entered for the year. Then, click on “**Get Stats**”.

|      |        |      |     |        |       |         |           |        |       |       |         |        |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|
| MAIN | CREATE | EDIT | IVL | UPLOAD | INDEX | ARCHIVE | UNARCHIVE | DELETE | ADMIN | STATS | PROFILE | LOGOUT |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|

| <b>FBO Organization Statistics</b>  |        |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
|---|--------|-------------------------|--|--------|--------|----------|----|---------|-----|-----------|------|--------|-------|--------------------|--------|------------------------|--|-------------------------|-------|-----------------------------|---|---------------|---|-----------------------|------|-------------------------|---|------------------------|----|-----------------------|-----|-------------------|--|
| 30 May 2002   |        |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| <table> <tr> <th colspan="2">Organization Statistics</th></tr> <tr> <th>Entity</th><th>Number</th></tr> <tr> <td>Agencies</td><td>88</td></tr> <tr> <td>Offices</td><td>464</td></tr> <tr> <td>Locations</td><td>2387</td></tr> <tr> <td>Buyers</td><td>20057</td></tr> <tr> <td>Registered Vendors</td><td>189199</td></tr> <tr> <td colspan="2"><b>Active Synopses</b></td></tr> <tr> <td>Active Presolicitations</td><td>16134</td></tr> <tr> <td>Active Presol Modifications</td><td>0</td></tr> <tr> <td>Active Awards</td><td>0</td></tr> <tr> <td>Active Sources Sought</td><td>2023</td></tr> <tr> <td>Active Foreign Standard</td><td>0</td></tr> <tr> <td>Active Sale of Surplus</td><td>34</td></tr> <tr> <td>Active Special Notice</td><td>825</td></tr> <tr> <td>Active Compliance</td><td></td></tr> </table> |        | Organization Statistics |  | Entity | Number | Agencies | 88 | Offices | 464 | Locations | 2387 | Buyers | 20057 | Registered Vendors | 189199 | <b>Active Synopses</b> |  | Active Presolicitations | 16134 | Active Presol Modifications | 0 | Active Awards | 0 | Active Sources Sought | 2023 | Active Foreign Standard | 0 | Active Sale of Surplus | 34 | Active Special Notice | 825 | Active Compliance |  |
| Organization Statistics   |        |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Entity  | Number |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Agencies  | 88     |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Offices   | 464    |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Locations   | 2387   |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Buyers  | 20057  |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Registered Vendors  | 189199 |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| <b>Active Synopses</b>  |        |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Active Presolicitations   | 16134  |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Active Presol Modifications   | 0      |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Active Awards   | 0      |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Active Sources Sought   | 2023   |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Active Foreign Standard   | 0      |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Active Sale of Surplus  | 34     |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Active Special Notice   | 825    |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |
| Active Compliance   |        |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |                   |  |

Figure 15.2: FBO System Statistics

|      |        |      |     |        |       |         |           |        |       |       |         |        |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|
| MAIN | CREATE | EDIT | IVL | UPLOAD | INDEX | ARCHIVE | UNARCHIVE | DELETE | ADMIN | STATS | PROFILE | LOGOUT |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|

| <b>FBO Organization Statistics</b>  |        |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
|---|--------|-------------------------|--|--------|--------|----------|----|---------|-----|-----------|------|--------|-------|--------------------|--------|------------------------|--|-------------------------|-------|-----------------------------|---|---------------|---|-----------------------|------|-------------------------|---|------------------------|----|-----------------------|-----|
| 30 May 2002   |        |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| <table> <tr> <th colspan="2">Organization Statistics</th></tr> <tr> <th>Entity</th><th>Number</th></tr> <tr> <td>Agencies</td><td>88</td></tr> <tr> <td>Offices</td><td>464</td></tr> <tr> <td>Locations</td><td>2387</td></tr> <tr> <td>Buyers</td><td>20057</td></tr> <tr> <td>Registered Vendors</td><td>189199</td></tr> <tr> <td colspan="2"><b>Active Synopses</b></td></tr> <tr> <td>Active Presolicitations</td><td>16134</td></tr> <tr> <td>Active Presol Modifications</td><td>0</td></tr> <tr> <td>Active Awards</td><td>0</td></tr> <tr> <td>Active Sources Sought</td><td>2023</td></tr> <tr> <td>Active Foreign Standard</td><td>0</td></tr> <tr> <td>Active Sale of Surplus</td><td>34</td></tr> <tr> <td>Active Special Notice</td><td>825</td></tr> </table> |        | Organization Statistics |  | Entity | Number | Agencies | 88 | Offices | 464 | Locations | 2387 | Buyers | 20057 | Registered Vendors | 189199 | <b>Active Synopses</b> |  | Active Presolicitations | 16134 | Active Presol Modifications | 0 | Active Awards | 0 | Active Sources Sought | 2023 | Active Foreign Standard | 0 | Active Sale of Surplus | 34 | Active Special Notice | 825 |
| Organization Statistics   |        |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Entity  | Number |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Agencies  | 88     |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Offices   | 464    |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Locations   | 2387   |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Buyers  | 20057  |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Registered Vendors  | 189199 |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| <b>Active Synopses</b>  |        |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Active Presolicitations   | 16134  |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Active Presol Modifications   | 0      |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Active Awards   | 0      |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Active Sources Sought   | 2023   |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Active Foreign Standard   | 0      |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Active Sale of Surplus  | 34     |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |
| Active Special Notice   | 825    |                         |  |        |        |          |    |         |     |           |      |        |       |                    |        |                        |  |                         |       |                             |   |               |   |                       |      |                         |   |                        |    |                       |     |

Figure 15.3: FBO System Statistics

## 15.0 Statistics (Restricted Use)

|      |        |      |     |        |       |         |           |        |       |       |         |        |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|
| MAIN | CREATE | EDIT | IVL | UPLOAD | INDEX | ARCHIVE | UNARCHIVE | DELETE | ADMIN | STATS | PROFILE | LOGOUT |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|

|                                       |       |
|---------------------------------------|-------|
| <b>Total</b>                          | 19016 |
| <b>Active Solicitations</b>           |       |
| Active Solicitation Uploads           | 13269 |
| Active Solicitation Indexes           | 7879  |
| <b>Total</b>                          | 21148 |
| <b>Archived Synopses</b>              |       |
| Archive Presolicitations              | 60725 |
| Archive Presol Modifications          | 0     |
| Archive Awards                        | 0     |
| Archive Sources Sought                | 4391  |
| Archive Foreign Standard              | 3     |
| Archive Sale of Surplus               | 58    |
| Archive Special Notice                | 2847  |
| Archive Combine Synopsis/Solicitation | 0     |
| <b>Total</b>                          | 68024 |
| <b>Archived Solicitations</b>         |       |
| Archive Solicitation Uploads          | 523   |
| Archive Solicitation Indexes          | 148   |
| <b>Total</b>                          | 671   |

**Figure 15.4: FBO System Statistics**

The FBO Statistics screen will display:

- The number of Agencies, Offices, Locations, Buyers (Contracting Officers), and Registered Vendors (Vendors registered to use our email notification service) on FedBizOpps.
- The number of active Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, and Solicitations for all Agencies.
- The number of archived Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, and Solicitations for all Agencies.
- A list of Agencies, along with the number of active and archived postings for each Agency.

You can also view advanced statistics for a particular Agency. Click on the **highlighted link** for the Agency in the "Code" column under "Postings".

| MAIN | CREATE | EDIT | IVL | UPLOAD | INDEX | ARCHIVE | UNARCHIVE | DELETE | ADMIN | STATS | PROFILE | LOGOUT |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|

| Postings               |   |        |          |       |
|------------------------|---|--------|----------|-------|
| Code                   | Agency  | Active | Archived | Total |
| <a href="#">DOC</a>    | Department of Commerce                        | 214    | 1240     | 1454  |
| <a href="#">DOI</a>    | Department of the Interior                    | 815    | 2062     | 2877  |
| <a href="#">DOJ</a>    | Department of Justice                         | 391    | 719      | 1110  |
| <a href="#">DOT</a>    | Department of Transportation                  | 1313   | 4027     | 5340  |
| <a href="#">GSA</a>    | General Services Administration               | 1140   | 4930     | 6070  |
| <a href="#">HHS</a>    | Department of Health and Human Services       | 409    | 1736     | 2145  |
| <a href="#">NASA</a>   | National Aeronautics and Space Administration | 1530   | 3467     | 4997  |
| <a href="#">NRC</a>    | Nuclear Regulatory Commission                 | 7      | 61       | 68    |
| <a href="#">PC</a>     | Peace Corps                                   | 2      | 9        | 11    |
| <a href="#">SSA</a>    | Social Security Administration                | 33     | 397      | 430   |
| <a href="#">TEST</a>   | TEST ORG                                      | 225    | 195      | 420   |
| <a href="#">TREAS</a>  | Department of the Treasury                    | 288    | 2382     | 2670  |
| <a href="#">USAF</a>   | Department of the Air Force                   | 4146   | 29293    | 33439 |
| <a href="#">USNH</a>   | United States Naval Home                      | 5      | 10       | 15    |
| <a href="#">VA</a>     | Department of Veterans Affairs                | 664    | 1578     | 2242  |
| <a href="#">XMBANK</a> | Export - Import Bank of the United States     | 2      | 23       | 25    |
| ALL                    | All Agencies                                  | 11184  | 52129    | 63313 |

Figure 15.5: FBO Agency Statistics

| MAIN | CREATE | EDIT | IVL | UPLOAD | INDEX | ARCHIVE | UNARCHIVE | DELETE | ADMIN | STATS | PROFILE | LOGOUT |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|

## FBO Agency Statistics

### GSA

30 May 2002

| Agency Statistics           |        |
|-----------------------------|--------|
| Entity                      | Number |
| Offices                     | 11     |
| Locations                   | 323    |
| Buyers                      | 1941   |
| Registered Vendors          | 25306  |
| <b>Active Synopses</b>      |        |
| Active Presolicitations     | 1000   |
| Active Presol Modifications | 0      |
| Active Awards               | 0      |
| Active Sources Sought       | 66     |
| Active Foreign Standard     | 0      |
| Active Sale of Surplus      | 4      |
| Active Special Notice       | 70     |

Figure 15.6: FBO Agency Statistics

## 15.0 Statistics (Restricted Use)

|   |      |
|---|------|
| <a href="#">MAIN</a> <a href="#">CREATE</a> <a href="#">EDIT</a> <a href="#">FVL</a> <a href="#">UPLOAD</a> <a href="#">INDEX</a> <a href="#">ARCHIVE</a> <a href="#">UNARCHIVE</a> <a href="#">DELETE</a> <a href="#">ADMIN</a> <a href="#">STATS</a> <a href="#">PROFILE</a> <a href="#">LOGOUT</a> |      |
| <b>Total</b>  | 1140 |
| <b>Active Solicitations</b>   |      |
| Active Solicitation Uploads   | 1834 |
| Active Solicitation Indexes   | 2    |
| <b>Total</b>  | 1836 |
| <b>Archived Synopses</b>  |      |
| Archive Presolicitations  | 3612 |
| Archive Presol Modifications  | 0    |
| Archive Awards  | 0    |
| Archive Sources Sought  | 473  |
| Archive Foreign Standard  | 0    |
| Archive Sale of Surplus   | 3    |
| Archive Special Notice  | 842  |
| Archive Combine Synopsis/Solicitation   | 0    |
| <b>Total</b>  | 4930 |
| <b>Archived Solicitations</b>   |      |
| Archive Solicitation Uploads  | 188  |
| Archive Solicitation Indexes  | 1    |
| <b>Total</b>  | 189  |

**Figure 15.7: FBO Agency Statistics**

The FBO Statistics Screen will display:

- The number of Offices, Locations, Buyers (Contracting Officers), and Registered Vendors (Vendors registered to use our email notification service) on FedBizOpps for that Agency.
- The number of active Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, and Solicitations for that Agency.
- The number of archived Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, and Solicitations for that Agency.
- A list of Offices, along with the number of active and archived postings for each Office within an Agency.

You can also view advanced statistics for a particular Office within an Agency. Click on the **highlighted link** for the Office in the "Office" column under "Postings".

## 15.0 Statistics (Restricted Use)

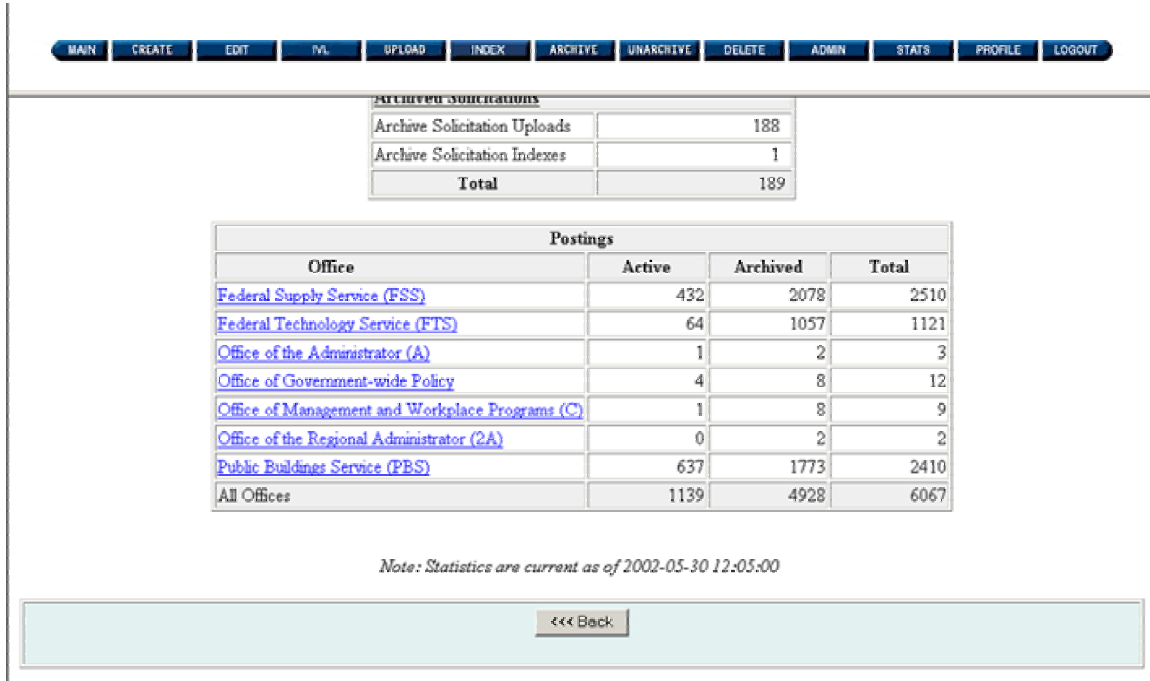


Figure 15.8: FBO Office Statistics

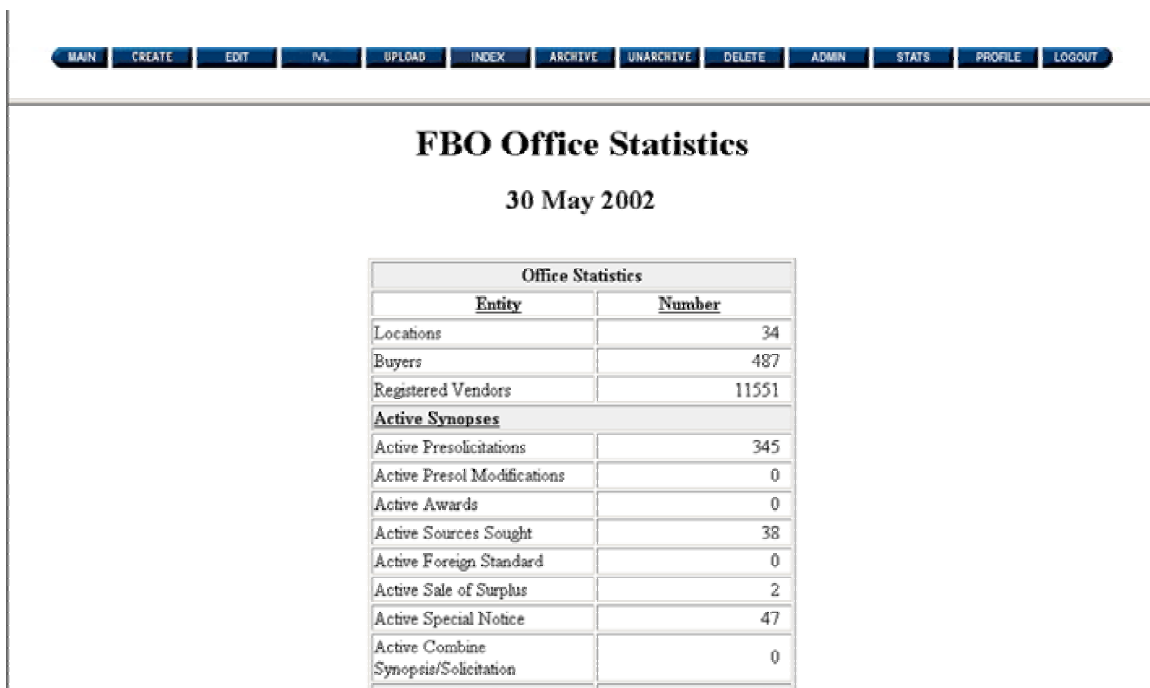


Figure 15.9: FBO Office Statistics



## 15.0 Statistics (Restricted Use)

The FBO Statistics Screen will display:

- The number of Locations, Buyers (Contracting Officers), and Registered Vendors (Vendors registered to use our email notification service) on FedBizOpps for that Office.
- The number of active Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, and Solicitations for that Office.
- The number of archived Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, and Solicitations for that Office.
- A list of Locations, along with the number of active and archived postings for each Location within an Office of an Agency.

You can also view advanced statistics for a particular Location within the Office of an Agency. Click on the highlighted link for the Location in the "Location" column under "Postings".

| MAIN CREATE EDIT I/VL UPLOAD INDEX ARCHIVE UNARCHIVE DELETE ADMIN STATS PROFILE LOGOUT |        |          |       |
|--|--------|----------|-------|
| Postings   |        |          |       |
| Location   | Active | Archived | Total |
| <a href="#">Management Services Center (10FT)</a>                                      | 8      | 38       | 46    |
| <a href="#">Office Supplies and Paper Products Commodity Center (2FY)</a>              | 40     | 56       | 96    |
| <a href="#">National Furniture Center (3FN-CO)</a>                                     | 15     | 23       | 38    |
| <a href="#">Local Procurement Division (Philadelphia)(3FNG)</a>                        | 7      | 16       | 23    |
| <a href="#">Procurement Services Center (Chicago) (5FQP)</a>                           | 5      | 10       | 15    |
| <a href="#">Property and Traffic Management Division (6FBD-P)</a>                      | 0      | 2        | 2     |
| <a href="#">Hardware and Appliance Center (6FE)</a>                                    | 169    | 1066     | 1235  |
| <a href="#">General Products Center (7FX)</a>  | 120    | 706      | 826   |
| <a href="#">General Procurement Branch (San Francisco) (9FBG)</a>                      | 4      | 14       | 18    |
| <a href="#">Corporate Contracts</a>  | 2      | 8        | 10    |
| <a href="#">Office and Scientific Equipment Center (FCG)</a>                           | 22     | 48       | 70    |
| <a href="#">Information Technology Acquisition Center (FCD)</a>                        | 1      | 0        | 1     |
| <a href="#">FSS Acquisition Management Center (FCO)</a>                                | 2      | 23       | 25    |
| <a href="#">Acquisition Operations and Electronic Commerce Center (FCS)</a>            | 0      | 0        | 0     |
| <a href="#">Services Acquisition Center (FCX)</a>                                      | 9      | 18       | 27    |
| <a href="#">Office of the Chief Information Officer (FI)</a>                           | 0      | 0        | 0     |
| <a href="#">Local Procurement (Atlanta)</a>  | 2      | 7        | 9     |
| <a href="#">Office of Vehicle Acquisition and Leasing Services (FF)</a>                | 19     | 30       | 49    |

**Figure 15.10: FBO Location Statistics**

The FBO Statistics Screen will display:

- The number of Locations, Buyers (Contracting Officers), and Registered Vendors (Vendors registered to use our email notification service) on FedBizOpps for that Office.
- The number of active Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, and Solicitations for that Office.
- The number of archived Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, and Solicitations for that Office.
- A list of Locations, along with the number of active and archived postings for each Location within an Office of an Agency.

You can also view advanced statistics for a particular Location within the Office of an Agency. Click on the highlighted link for the Location in the "Location" column under "Postings".

|      |        |      |     |        |       |         |           |        |       |       |         |        |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|
| MAIN | CREATE | EDIT | IVL | UPLOAD | INDEX | ARCHIVE | UNARCHIVE | DELETE | ADMIN | STATS | PROFILE | LOGOUT |
|------|--------|------|-----|--------|-------|---------|-----------|--------|-------|-------|---------|--------|

|                                      |               |
|--------------------------------------|---------------|
| <b>30 May 2002</b>                   |               |
| <b>Location Statistics</b>           |               |
| <b>Entity</b>                        | <b>Number</b> |
| Registered Vendors                   | 1897          |
| <b>Active Synopses</b>               |               |
| Active Presolicitations              | 5             |
| Active Presol Modifications          | 0             |
| Active Awards                        | 0             |
| Active Sources Sought                | 1             |
| Active Foreign Standard              | 0             |
| Active Sale of Surplus               | 0             |
| Active Special Notice                | 2             |
| Active Combine Synopsis/Solicitation | 0             |
| <b>Total</b>                         | <b>8</b>      |
| <b>Active Solicitations</b>          |               |
| Active Solicitation Uploads          | 14            |
| Active Solicitation Indexes          | 0             |
| <b>Total</b>                         | <b>14</b>     |

**Figure 15.11: FBO Location Statistics**

The FBO Statistics Screen will display:

- The number of Registered Vendors (Vendors registered to use our email notification service) on FedBizOpps for that Location.
- The number of active Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, and Solicitations for that Location.
- The number of archived Presolicitation Notices, Modifications, Awards, Sources Sought Notices, Foreign Government Standard Notices, Sale of Surplus Property Notices, Special Notices, Combined Synopsis/Solicitations, and Solicitations for that Location.